



# TOBACCO FREE POLICY

**Effective Date: January 20, 2014**

<b>Owner</b>	Human Resources
<b>Reviewer(s)</b>	Human Resources
<b>Approver(s)</b>	County Manager
<b>Applicable Policies</b>	N/A
<b>Applicable Documents</b>	N/A
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<b>Review Cycle</b>	Three Years

## 1. PURPOSE

Durham County is concerned about health and well-being for all employees and other individuals and provides education and an environment that is tobacco-free and free from electronic smoking devices (ESDs).

## 2. POLICY

This policy prohibits smoking and the use of tobacco products and ESDs in all County owned, leased or maintained areas including County vehicles, parking garages, surface lots and City sidewalks abutting County properties.

## 3. APPLICABILITY

All County employees covered under the Personnel Ordinance, as well as those included under a Memorandum of Understanding, are subject to this policy. This also applies to all individuals conducting County business or present on County-owned, leased, or maintained property.

## 3. DEFINITIONS

Smoking - Inhaling, exhaling, and/or possessing any lighted smoke producing or vapor product.

County Vehicles - All vehicles owned or leased by the County.

Tobacco Product – Any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product. This includes but is not limited to cigarettes, ESDs, cigarette tobacco, roll-your-own tobacco, smokeless tobacco, and any tobacco substitutes.

Tobacco Use - The use of any product containing tobacco

## 4. PROCEDURES

- No-smoking restriction signs are posted in each facility. Employees are informed of this restriction through the policy manual, newsletters, and/or employee orientation.
- This policy does not require employees to stop using tobacco products. However, the County supports and encourages all efforts by employees to stop using tobacco products.
- Employees are encouraged to contact their medical providers and/or call the Public Health Department to enroll in smoking cessation classes or obtain educational information.
- An employee who uses tobacco products on County property and vehicles will be asked to appropriately dispose of the tobacco product(s) and will be subject to disciplinary action up to and including dismissal and may be subject to a fine if s/he fails to follow a verbal or written notice from an enforcement officer.



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- Employees should courteously inform individuals about this policy and request their compliance. If the individual does not comply, the employee should contact the designated enforcement officer.
- Employees may also choose to give educational information to individuals observed using tobacco or vapor products on property owned, leased, or maintained by the County.

## 5. RESPONSIBILITY

- It is the responsibility of supervisors and managers to uniformly administer, communicate, and ensure compliance.
- It is the responsibility of the Human Resources Department to interpret, monitor, and update the policy content.
- It is all employees' responsibility to comply with policy guidelines.
- Any violation or policy misuse will result in disciplinary action up to and including dismissal.

## REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
v.1.0-2014	01-20-2014	Human Resources	Adopted
v.2.0-2025	07-01-2025	Human Resources	Reformat,