

**MONTGOMERY COUNTY, TEXAS  
EMPLOYEE POLICY MANUAL  
3. EMPLOYEE RESPONSIBILITIES**

**3.10 SMOKING POLICY**

- PURPOSE** 3.10-1 In order to preserve a healthy environment for all County employees and the public, Montgomery County is a SMOKE and TOBACCO FREE workplace.
- PROHIBITED ACTIVITIES** 3.10-2 As a Montgomery County employee you are prohibited from doing the following:
- A. Smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, e-cigarettes, vape pipes, hookah pens, snuff or chewing tobacco) in any area of a County building or vehicle owned, leased or rented by Montgomery County;
  - B. Smoke or otherwise use tobacco or similar products outside of the designated smoking area, or leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else other than a provided receptacle.
- EMPLOYEE'S RESPONSIBILITIES** 3.10-3 County Officials and employees shall:
- A. Abide by this policy in all respects while at work;
  - B. Use tobacco in designated areas outside no closer than 20 feet from an access door during scheduled breaks. Each department is responsible for designating a tobacco use area for their employees and facility.