

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 37.1	Page 1 of 1
	SUPERSEDES: January 1, 2006	DATE ISSUED: November 28, 2017
SUBJECT: Smoking in the Workplace	AUTHORIZATION: Adopted by the Board of Supervisors November 28, 2017; to become effective November 28, 2017	

37.1 General Provisions

The purpose of this policy is to protect the health, comfort, and environment of County employees and visitors by creating areas in and around County buildings, vehicles and at public meetings that are free from tobacco smoke.

The County management respects the individual preferences of smoking and non-smoking employees. When these preferences come in conflict, the County anticipates that the majority of instances will be resolved through a spirit of courtesy and cooperation. Smoking is defined as inhaling, exhaling, burning or carrying any lighted tobacco product or electronic cigarette (vape).

Prohibited Areas

For reasons of safety, public relations or other concerns, smoking is prohibited in all County vehicles to include owned, leased or rented vehicles. Smoking is further prohibited in all public lobbies, offices and other areas within County buildings except smoking areas.

Smoking Areas

Smoking should be limited to at least 25 feet away from the main entrances to County buildings, operable windows, and ventilation systems of enclosed areas to prevent tobacco smoke from entering those areas. All materials used for smoking, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers.

Visitors

Visitors to any office area are expected to observe the posted signage prohibiting smoking and abide by the same rules as employees.