

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER	5.06
PAGE	1 of 2
DATE	08/06/18

SUBJECT: TOBACCO-FREE WORKPLACE

APPROVED:



OBJECTIVE: To provide a healthier environment for employees and visitors by prohibiting the use of tobacco in all County owned and leased premises, open space and vehicles, as well as on the grounds of designated County office complexes.

STATEMENT: New Castle County Government is committed to providing employees, visitors, volunteers and contractors with a productive, safe and healthy working environment that protects from injury, workplace-related illness and potential hazards to their wellbeing.

In this context, the County is transitioning to a Tobacco-Free Workplace including a total smoke-free environment on all County owned and/or operated premises. This will reduce potential harm from secondhand/passive smoke from the use of tobacco, provide an environment that encourages persons to be tobacco-free, encourage a more sustainable environment, and promote a culture of wellness.

DEFINITIONS: For purposes of this policy, "tobacco" is defined as any product containing tobacco including, but not limited to: cigarettes, cigars, pipes; "smoke-less" tobacco, "snuff"; and electronic nicotine delivery systems – known as e-cigarettes, e-cigars, e-hookahs and e-pipes. "Cigarettes" include, but are not limited to, cigarettes of any kind (including "nicotine-free" cigarettes) and herbal cigarettes. "Vehicles" include all motorized equipment, including, but not limited to, fleet vehicles, pool vehicles, vans, lawn mowers, dump trucks and backhoes. "Premises" is defined as all County owned or leased facilities and complexes, together with the lands, parking lots and outbuildings. "Open space" refers to all County-owned parklands.

PROCEDURE: The use of tobacco products is prohibited in all New Castle County owned premises, open space and vehicles. In addition, the use of tobacco products is prohibited in all outdoor areas, including privately-owned vehicles located on the premises and open space.

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PAGE 2 of 2

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Al Hayes-Darlington

Employees and visitors should respect areas adjacent to County premises and open space and shall refrain from smoking on neighboring properties.

ENFORCEMENT: Any person who observes violations of the policy should report these violations to the supervisor of the employee in question. In instances where it is unclear who the employee reports to, the Office of Human Resources should be contacted. Infractions of this policy will be handled as a disciplinary issue, using the appropriate section(s) of the New Castle County Discipline Policy.

PROMOTING HEALTHY LIFESTYLE: The County's Tobacco-Free policy encourages employees to adopt a healthier lifestyle. The County recognizes that some employees may require assistance to quit smoking. The County encourages those individuals who are considering quitting smoking to:

- Contact their doctor; or
- Contact the Office of Human Resources for resources on smoking cessation programs offered through the County's employee benefits program; or
- Call 1-866-409-1858 or visit Quitnow.net for assistance through the Delaware Division of Public Health's Quitline.

TRANSITION: The County will transition to a tobacco-free environment on all premises on January 1, 2019.

REQUIRED ACTION: The Chief Human Resources Officer, general managers, row officers and supervisors are responsible for the implementation of and compliance with this policy. In addition, all managers and supervisors are to ensure that the staff, volunteers and contractors that report to them are aware of this policy.

Established: 08/24/89
Revised: 04/01/94
Revised: 07/01/97
Revised: 04/15/01
Revised: 12/30/11
Revised: 05/14/13
Revised: 08/06/18