

	<p style="text-align: center;">Tobacco and Electronic Cigarette Use</p> <p style="text-align: right;"><i>Adopted: 02/05/1975</i></p>
<p style="text-align: center;">Last Revision Date: 04/03/2024</p>	<p style="text-align: center;">Policy No. 4.309</p>
<p style="text-align: center;">Last Enabling Resolution: 056-2024/905-2024</p>	<p style="text-align: center;">Developer/Reviewer: Human Resources/Health Department</p>

1. Purpose

This policy outlines the organization’s prohibition of lighted tobacco, electronic cigarettes, and the use of smokeless tobacco while working.

2. Scope

This policy applies to all employees, contract workers, volunteers and others performing work on behalf of Sedgwick County with the exception of employees of the Office of the District Attorney.

3. Policy Statement

Employees are prohibited from the use of tobacco products, including smoking in any form, the use of electronic cigarettes and smokeless tobacco products while working.

4. Definitions

- A. **Smoking** – Use of any lighted cigarette, cigar, pipe or other lighted tobacco product.
- B. **Electronic Cigarette** – A device that provides inhaled doses of nicotine, or another product, through cartridges or other chemical delivery systems.
- C. **Smokeless Tobacco** – Tobacco that is chewed, sucked or sniffed. Examples include dip, snuff and chewing tobacco.
- D. **Smoking Areas** – Designated physical areas where smoking, electronic cigarette or smokeless tobacco usage is allowed.

5. Procedures

- A. Employees are prohibited from the use of tobacco products including smoking in any form, the use of electronic cigarettes, and smokeless tobacco while working. This includes in County-owned, occupied or leased buildings; or while operating County- owned vehicles and equipment.
- B. Employees may use these products on approved breaks in designated areas.

- C. Employees may not smoke, use electronic cigarettes, or smokeless tobacco within 25-feet of exterior doors, operable windows and air intake vents of buildings.
- D. All associated waste products must be disposed of in a receptacle designated for such content.
- E. Building or facility managers may establish designated areas for lighted tobacco and electronic cigarette use in an outdoor, clearly marked area within the 25-foot outdoor use prohibition area. Prior to designating a smoking area, the respective building or facility manager shall acquire the approval of their chain of supervision up through Elected/Appointed Official, Deputy County Manager, Assistant County Manager or Division Director.
- F. Employees who violate this policy will be subject to progressive disciplinary action, up to and including termination. See policy 4.501 Progressive Discipline.