

Category: 100

Number: 133

Subject: **CLEAN AIR POLICY (SMOKING POLICY)**

1. **PURPOSE:** To protect and enhance indoor air quality and contribute to the health and well-being of employees and citizens conducting business in the County's buildings and pursuant to the Michigan Public Health Code, P.A. 368 of 1978 and P.A. 188 of 2009, Michigan's Smoke-Free Air Law.
2. **AUTHORITY:** The St. Clair County Board of Commissioners.
3. **APPLICATION:** This policy/procedure applies to all Employees, Department Heads, Elected Officials and Agencies of the St. Clair County Government.
4. **RESPONSIBILITY:** The Administrator/Controller shall be responsible for the implementation and administration of this policy.
5. **DEFINITIONS:** **Smoking** is inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe, weed, plant or related substance or product.
Electronic Nicotine Delivery Device is an electronic and/or battery operated device, the use of which may resemble smoking, and can be used to deliver an inhaled dose of nicotine or other substances. Examples include, but are not limited to; e-cigarettes, e-cigars, hookahs, and e-pipes.
Chewing Tobacco is a form of smokeless tobacco that is chewed and not smoked.
6. **POLICY:** Smoking, the use of electronic nicotine delivery systems, and the use of chewing tobacco is prohibited throughout St. Clair County buildings, entry ways, common areas, and private offices. Further, smoking, electronic nicotine delivery systems, and the use of chewing tobacco is prohibited within 25 feet of any building (including entrance roof structures, building overhangs, building air intakes and windows).
7. **ADMINISTRATIVE PROCEDURES:** Signs announcing the prohibition shall be posted at all entrances to County facilities. Receptacles for disposal of smoking materials will be provided where signs are posted.

Buildings and Grounds will be responsible for the monitoring and enforcing this policy. However, all employees, contractors and visitors share in the responsibility for adhering to and enforcing this policy. Violations will be recorded and forwarded to Human Resources for action.

Employees who are found to be in violation of this policy will be subject to discipline in the same manner and magnitude as violations of other County policies. Visitors to the building will be politely reminded of the policy and asked to extinguish and/or dispose of all smoking, electronic nicotine delivery systems, and chewing tobacco.

8. **PERIODIC REVIEW:** The Administrator/Controller shall review this and make recommendations for change to the Board of Commissioners as needed.

Adopted: June 1, 1989

Amended: October 13, 2004

May 18, 2017