DODGE COUNTY
PERSONNEL POLICIES AND PROCEDURES

Policy #: **312**		Approval Date: 8/4/2014
Policy Title:	**Tobacco Free Workplace**	Effective Date: 8/4/2014
Owner:	**Human Resources Committee**	Revision Date(s): 5/6/17, 04/14/26

I. PURPOSE

The purpose of this policy is to protect and enhance our indoor air quality and to contribute to the health and well-being of all employees. Dodge County shall be entirely tobacco and smoke -free.

II. POLICY

It is the policy of Dodge County that the use of all tobacco and smoking products, including but not limited to, vaper producing devices, chewing tobacco, electronic cigarettes (E-cigarettes), is prohibited in all County buildings, County owned or leased vehicles (including driver and all passengers), and outside all County buildings except in specifically designated areas. Such designated areas will be marked with "Smoking Permitted" signs.

III. STANDARDS

A. Sheriff's Office
Reference "Smoking and Tobacco Use" Policy

B. Highway
Reference "Work Rules Addendum for Employees"

IV. PROCEDURE

Violators of the smoking and tobacco use restrictions will be subject to progressive discipline, up to and including termination and may be subject to any financial penalties as prescribed by state statute.

V. GUIDELINES

NA