

**TITLE: Tobacco Policy**

**Purpose** A tobacco-free workplace helps create a safe and healthy environment for the employees, customers and visitors of Ford County.

**Definitions**

“Tobacco Product” means any product that is made or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, a cigarette, cigar, pipe tobacco, chewing tobacco, snuff, snus or vape devices.

“Tobacco Product” also means electronic smoking devices and any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic smoking devices, whether or not they contain nicotine.

“Tobacco Product” does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, also known and “Nicotine Replacement Therapies”

**Scope** All tobacco products are prohibited:

- Inside County facilities
- Outside County facilities on county property within 20 feet of any entrance
- In all County owned equipment or vehicles

**Resources**

Ford County wants to support personnel and dependents who want to quit using tobacco products by providing them access to recommended tobacco cessation programs, medication, and materials at no cost to them. Please contact the human resources department at [FordCountyHR@fordcounty.net](mailto:FordCountyHR@fordcounty.net) for further details.

**Enforcement and adherence responsibility**

Employers have the legal right to eliminate the use of tobacco products in the workplace to protect the health of all employees and visitors. It is the responsibility of every employee to comply with this policy. Ford County Elected Officials, Administrators, Department Heads and supervisors are authorized to enforce this policy during breaks and working time in a fair and consistent manner.

Any violations of this policy will be taken to Human Resources, Administration or Department Head for resolution. The complaint must be submitted in writing and identify specific objections. Ford County will investigate the complaint and resolve it in accordance with policy.

This policy applies to employees, customers and visitors to company-owned or operated property.

Date of Adoption: November 6, 2000

Review Date(s): January 6, 2020

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