





COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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Policy # 4054	Smoking & Other Tobacco Products
Origination Date: January 1998	
Revision Date: December 2003; April 2006; August 3, 2009	
Reviewed Date: June 2005; May 25, 2007; August 2008, August 5, 2010, March 7, 2012, May 9, 2013; October 5, 2016	
Approved: 	
Bryan G. Stephens, Interim Executive Director	Brittney Campbell, Human Resources Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that smoking and use of other tobacco products is prohibited in all agency buildings, vehicles, grounds, and other property. The intent of this policy is to reduce risk of diseases associated with smoking and other tobacco use, passive smoking and to reduce risk of fires.

PROCEDURE:

1. This agency prohibits smoking and use of other tobacco products in all agency buildings, vehicles, grounds, and other agency property by staff and visitors. (For information on policies concerning smoking by clients, refer to the No Smoking Policy)
2. A prominent smoke-free policy statement shall be located at the major entrances of all public buildings. No smoking signs shall be posted at other strategic locations both inside and outside.
3. The new employee orientation program will be utilized to inform new employees of the Smoking and Other Tobacco Products Policy, expectations for their conduct concerning smoking and use of other tobacco products, and employees' enforcement responsibilities.
4. All agency staff is responsible for encouraging compliance with the Smoking and Other Tobacco Products Policy. Staff will tactfully inform persons who are smoking or using other tobacco products that there is a policy prohibiting such use.
5. Appropriate disciplinary action may be taken against any employee for non-compliance with this policy.