

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

TOBACCO USE POLICY

**SECTION 5.21
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- A. **General:** In accordance with ORC 3794.02 - no proprietor of a public place or place of employment, except as permitted in section [3794.03](#), shall permit smoking in the public place or place of employment or in the areas directly or indirectly under the control of the proprietor immediately adjacent to locations of ingress or egress to the public place or place of employment.
- B. **Tobacco Use:** For the purpose of this policy, tobacco is defined as all tobacco, tobacco derived and/or substances mimicking tobacco containing products, including but not limited to: cigarettes, electronic cigarettes, vapor cigarettes, any artificial/faux cigarette, cigars, cigarillos, pipes, oral tobacco, or any other manner of using or consuming tobacco, tobacco derived substances and/or substances mimicking tobacco. The definition is intended to include all products that deliver nicotine for purposes other than cessation
1. Sandusky County will not permit use of tobacco by employees while performing official duties for the county.
 2. Tobacco use is prohibited anywhere inside a County building or a building leased by the County (this includes warehouses, storage buildings, and garages);
 3. Tobacco use is prohibited in close proximity to door entrances of County owned or leased buildings, ensuring that tobacco smoke does not enter any area in which smoking is prohibited through entrances, windows, ventilation systems, or other means;
 4. Tobacco use is prohibited in any vehicle owned or leased by Sandusky County;
 5. No person shall refuse to immediately discontinue smoking in a public place, place of employment, or establishment, facility or outdoor area declared nonsmoking when requested to do so.
 6. All ashtrays and other receptacles used for disposing of smoking materials shall be removed from any area where smoking is prohibited.
- C. **Mandatory Signing:**
1. "No Smoking" signs or the international "No Smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) shall be conspicuously posted in every public place and place of employment where smoking is prohibited, including at each entrance to the public place or place of employment.
- D. **Violations:**
1. Violations shall be immediately reported to Employees Supervisor, SCAA or Sandusky County Health Department.
 2. Employees in violation of this policy shall be subject to discipline up to and including termination.