



Georgia Department of Community Health

Smoking Policy	Policy No. 412
Effective Date: July 17, 2000	Page <u>1</u> of <u>2</u>

References: O.C.G.A. 16-12-2, Smoking in Public Places

I. Purpose

The purpose of this policy is to promote a safer and healthier work environment for all occupants of departmental offices.

II. Scope

The provisions of this policy apply to all employees of the Department of Community Health (DCH) and attached agencies, clients, customers, vendors, and visitors to DCH offices.

III. Policy

It is the policy of the Department of Community Health to provide a smoke-free environment in all DCH offices. Smoking, therefore, is prohibited in all offices either occupied or controlled by DCH and in vehicles owned by or assigned to the Department. Smoking is also prohibited in employees' personal vehicles during work time when clients or customers are being transported.

IV. Prohibitions

State law prohibits the smoking of tobacco **in any form** in the following public places:

- A. An enclosed elevator, which is used by or open to the public and which, is clearly designated by a "NO SMOKING" sign.
- B. Any place on a public transportation vehicle which is used by the public and which is clearly designated by a "NO SMOKING" sign.
- C. Any area, which is used by or open to the public and which, is clearly designated by a "NO SMOKING" sign.
- D. Any area that is the real property upon which is operated a day-care center, group day-care home, or family day-care home, as defined in O.C.G.A. 49-5-3, during the hours of operation of such facility.

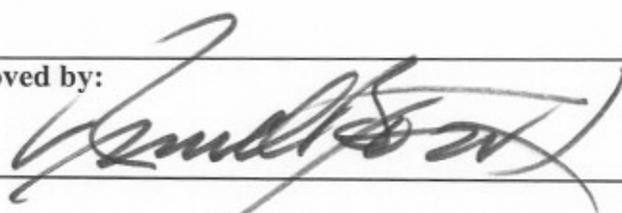


V. Provisions

- A. Managers are to ensure a smoke-free work environment in all areas occupied by DCH.
- B. "NO SMOKING" signs are to be posted in conspicuous places to indicate that the DCH office is a smoke-free work environment.
- C. Smoking areas designated outside of any DCH office are not to be primary entrances or present a negative image to the public. Smoking areas are not required to be designated if not available or unfeasible.
- D. Employees may smoke only during their meal periods and a maximum of two discretionary 15-minute break periods. **Additional smoking time is not permitted.**

VI. Compliance

Employees are required to comply with the provisions of this policy. Supervisors are responsible for ensuring that employees do not smoke in prohibited areas or use work time for smoking purposes. Appropriate disciplinary action, up to and including termination, will be taken against employees who violate the smoking policy.

Approved by: 	Date: 7-17-00
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