

## **POLICY**

Cancels: F6

Approved by: BOCC

See Also:

Res. # 062268

**POL-0407-HR**

### **SMOKING**

Unless otherwise stated in a union contract, this policy applies to all Whitman County employees, visitors and contractors.

#### **Definitions**

**Smoking** – Includes inhaling, exhaling or carrying any burning tobacco or other plant matter, including but not limited to cigarettes, cigars or pipes.

**Enclosed Work Area** – The area closed in by a roof and walls with at least one opening for ingress and egress, with the intended use primarily for employees while conducting business in facilities that are owned, leased or rented by Whitman County.

**Common Area** – The area enclosed by a roof and walls in facilities, which are owned, leased or rented by the County, including but not limited to employee lounges, lunchrooms, stairways, elevators, restrooms and hallways.

**1. Smoking is Prohibited in all Enclosed Work and Common Areas.**

In accordance with WAC 296.800.240 and RCW 70.160, smoking is prohibited in County enclosed areas, whether in individual or shared office spaces. This shall apply to all persons who visit enclosed work and common areas, including all employees, contractors or visitors during all hours and all days.

However, the provisions of this section shall not apply to the Whitman County prisoners in the Whitman County Correctional Facility due to their confinement.

**2. Violations of this Policy may be Subject to Discipline Up To and Including Termination.**

**3. Smoking Must be Conducted in a Designated Smoking Area.**

Whitman County has smoking areas designated for the Courthouse and Public Service Building. The courtyard on the northeast side of the Courthouse is designated as a smoking area. The Public Service Building's area is located just outside the east entrance. All other County buildings shall have an outdoor, designated smoking area as determined by the appropriate Department Head/Elected Official.

County property outside of the above mentioned areas are designated as smoke free.