

JACKSON TOWNSHIP PERSONNEL HANDBOOK

APPENDIX 12

TOBACCO FREE WORKPLACE

Tobacco Use Prohibition Policy

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Purpose

As of January 1, 2016, Jackson Township is a tobacco-free employer and will deny employment to persons seeking employment with the township who use tobacco, as defined below. Jackson Township is committed to providing healthy public workplaces because the good health and productivity of township employees is paramount. In recognition of medical evidence indicating detrimental effects of smoking including tobacco use and alongside Ohio law prohibiting smoking in public places, Jackson Township is also a “tobacco-free workplace” and will be instituting this new policy effective January 1, 2016.

General Rule

Tobacco use, includes smoking and any product that contains nicotine such as smokeless tobacco, chewing tobacco, cigars, pipes, e-cigarettes and any product that emits vapor or smoke. Tobacco use is not permitted at Jackson Township.

Policy

- 1) Tobacco use is prohibited on all Jackson Township property, including all vehicles and buildings and grounds by employees, visitors, guests or the general public.
- 2) Tobacco use is prohibited during working hours, while in uniform, while in training, during emergency responses and anytime an employee is actively at work or representing the Township in an official capacity.
- 3) Visitors, contractors, guests and the general public will be required to follow this tobacco-free policy while upon any Township facility, building, vehicle or grounds.
- 4) Jackson Township will not hire any job applicant who uses tobacco.

Cessation Products

- 1) Jackson Township has available numerous resources from our group insurance and EAP plan to assist employees seeking cessation assistance.
- 2) Employees will be permitted to use cessation products as long as such products do not emit vapor or smoke.

Responsibility

- 1) All employees are responsible for understanding and following this policy.
- 2) Supervisors are responsible for the enforcement of this policy.