

*Kingman County
Kansas
Personnel Policy Manual*

Policy #32
Smoke Free Workplace

Commission Approved
Date: 7/12/2010

32 SMOKE FREE WORKPLACE

32.1 General: It is the policy of Kingman County to comply with all applicable federal, state, and local regulations regarding smoking in the workplace as well as provide a safe and healthful environment for its employees.

32.2 Policy

- A. Smoking is not permitted inside any part of any County workplace or building.
- B. Employees are not permitted to smoke while operating or riding as a passenger in a County vehicle.
- C. Employees are permitted to smoke outside County buildings while on authorized breaks. Smoking is banned, however, within a ten foot radius outside of any doorway, open window, or air intakes leading into the building.
- D. Employees found in violation of this policy may be subject to prosecution under the provisions of K.S.A.21-4010 and amendments thereto. Any person found guilty of smoking in violation of this statute shall be punishable according to the penalty provisions of K.S.A.21-4009 through 21-4014 of the Kansas Smoke Free Indoor Clean Air Act are punishable, if convicted, with fines ranging form \$100 to \$500. Employees will be subject to the same disciplinary actions that accompany infractions of other Kingman County rules including written warning, suspension, and possible termination.
- E. All Department Heads are responsible for the enforcement of this policy in the same manner as other County policies and rules.
- F. This policy applies to not only employees but also customers and visitors.