

## PENDER COUNTY HEALTH DEPARTMENT

Title: Tobacco-Free, Vapor-Free  
Health Department

Department: Board of Health/  
Pender County Commission

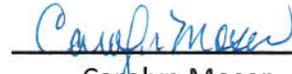
Effective Date: June 1, 2012

Last Revised: June 20, 2016  
March 23, 2022

Approved by:

  
David Piepmeyer, Chair  
Pender County Commission

5/2/22  
Date

  
Carolyn Moser,  
Health and Human  
Services Director

05/03/2022  
Date

### Purpose

To decrease the exposure of all clients, employees and visitors to the adverse effects of tobacco and second-hand smoke or vapor.

### Policy

Tobacco use and products such as electronic cigarettes that produce vapor emissions are strictly prohibited in the Pender County Health Department building, on the grounds up to 50 linear feet surrounding the Pender County Health Department, all health department owned vehicles assigned to the department and at all health department functions.

### Procedure

1. This policy applies to all employees, clients, contractors, vendors and visitors to the health department.
2. Employees are encouraged to avoid smoking within view of health department clients during operating hours.
3. Employees working away from the health department for environmental health and other outreach services are prohibited from smoking around health department clients.

Procedure (cont)

4. Tobacco products (combustible and non-combustible products including electronic cigarettes) cannot be purchased, accepted as donations, and / or distributed to clients the department serves.
5. Copies of this policy will be distributed and reviewed during new employee orientation by the appropriate supervisor and whenever policy is revised. A copy of policy signed by employee will be placed in employee's personnel file.
6. Appropriate signage will be posted at all building entrances and on the grounds of the department.
7. The Pender County Health Department provides support to employees who want to quit the use of tobacco products. These employees are encouraged to talk to their health care provider or the health department's health care providers about quitting. Employees are encouraged to use the North Carolina Tobacco Use Quitline at 1-800-QUIT-NOW, available from 8:00 a.m. to 12:00 midnight, seven days per week. Educational materials are available at the health department to increase staff awareness of the importance of quitting tobacco use.
8. The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of all staff. All individuals share in the responsibility for compliance. All staff is asked to help with compliance when it comes to clients, contractors, vendors, and visitors by politely informing them of the policy and asking that they refrain from smoking/using tobacco in the buildings and on the health department grounds. In keeping with the health department mission, the 1-800-QUIT-NOW free telephone tobacco use cessation support number is posted in the health department.
9. Any problems with enforcement or adherence to this policy should be to the attention of the appropriate supervisor and handled through the normal chain-of-command. Employees who violate this policy will be subject to the same disciplinary actions that accompany infractions of other department rules.

I have received the Tobacco-Free, Vapor-Free Health Department Policy.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date