

CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT

SUBJECT: MICHIGAN CLEAN AIR ACT/ SMOKING POLICY	DATE APPROVED	EFFECTIVE	POLICY NO.
	8/18/92	1/1/93 REPLACES 221 - Temp. adopted 8/18/92	221

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SMOKING POLICY FOR
CALHOUN COUNTY FACILITIES

Statement of Policy

To protect and enhance indoor air quality and contribute to the health and well-being of all employees, Calhoun County facilities shall be entirely smoke free, effective January 1, 1993.

Smoking will be strictly prohibited within all County work areas and public spaces including conference rooms, reception areas, rest rooms, stairwells, hallways and work stations. This policy applies to all employees, clients, contractors and visitors.

Copies of this policy shall be distributed to all employees. Prominent signs displaying the following statement will be posted at all entrances and throughout the buildings:

No Smoking in this building. Thank you for adhering to our no smoking policy.

Assistance to Smokers

Those employees who smoke and would like to take this opportunity to quit smoking are invited to participate in stop-smoking programs offered by Calhoun County.

Enforcement of Policy

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing the policy.

Complaints

All complaints concerning alleged or confirmed violations of this policy shall be reported in writing to the employees' immediate supervisor or the Health and Safety Committee established by the Calhoun County Board of Commissioners.

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Investigations

Supervisors or the Health and Safety Committee receiving a complaint will investigate and take action to resolve the issue within ten (10) working days.

Violators

Persons found to have violated this policy will be subject to disciplinary action (s) in accordance with existing bargaining agreements and employment contracts.