

# NEW CASTLE COUNTY

## PERSONNEL POLICY

**NUMBER** 5.15

**PAGE** 1 of 2

**DATE** 05/14/13

**SUBJECT:** TOBACCO-FREE LIBRARY  
FACILITIES & PARK PLAY AREAS

**APPROVED:**

*Valencia D. Seitz*

**OBJECTIVE:** To provide a healthier environment for employees and visitors by prohibiting the use of tobacco on library grounds and children's play areas in New Castle County parks.

**STATEMENT:** New Castle County Government is committed to providing for a safe and healthy environment and to promoting the health and well-being of library employees and visitors, as well as those utilizing children's play areas in County parks, consistent with County personnel policy 5.06 Tobacco-Free Workplace.

**DEFINITIONS:** For purposes of this policy, "tobacco" is defined as any product containing tobacco including, but not limited to, cigarettes, cigars, pipes; as well as "smoke-less" tobacco and "snuff." "Cigarettes" include, but are not limited to, cigarettes of any kind (including "nicotine-free" cigarettes) and herbal cigarettes.

**PROCEDURE:** The use of tobacco products is prohibited in all New Castle County libraries and children's play areas in New Castle County parks. In addition, the use of tobacco products is prohibited on outdoor grounds and parking lots of New Castle County libraries. Employees and visitors should respect areas adjacent to NCC library campuses and shall refrain from leaving County grounds in order to smoke on neighboring properties.

**ENFORCEMENT:** Any person who observes violations of the policy should report these violations to appropriate supervision. Infractions of this policy by employees will be handled as a disciplinary issue, using the appropriate section(s) of the New Castle County Discipline Policy. Visitors who do not comply with the tobacco-free policy may be denied admission to County facilities.

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**APPROVED:**

*Valencia S. Beatty*

REQUIRED ACTION: The Chief Human Resources Officer and general managers are responsible for the implementation of and compliance with this policy.

Established: 05/14/13