

# Tobacco-Free Workplace Policy

Valley City Barnes County Public Library

Adopted and approved by the Library Board September 16, 2021

Reviewed by the Library Board, June 19, 2025

## Section 1: Rationale

The health hazards of tobacco use have been well established. Use of tobacco products is the leading cause of preventable death and disability in North Dakota. The Valley City Barnes County Public Library is committed to promoting a healthier work environment and therefore recognizes the serious health risks associated with the use of tobacco products, both to users and non-users, and believes that the use of tobacco products is detrimental to the health and safety of all employees and visitors.

This tobacco-free policy is established to:

1. Protect the health and safety of all employees and visitors to the workplace property.
2. Reduce the exposure of employees and visitors to smoking, secondhand smoke and the use of tobacco products.
3. Establish a standard of healthy, tobacco-free behavior.
4. Encourage employees who currently use tobacco products to utilize available cessation services.
5. Support and model a healthy lifestyle for employees, visitors, and the community,

## Section 2: Definitions

“Electronic smoking device” means any device that can be used to deliver aerosolized or vaporized nicotine or any other substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen or e-hookah. Electronic smoking device includes any component, part or accessory of such a device, whether or not sold separately, and includes any substance intended to be aerosolized or vaporized during the use of the device. Electronic smoking device does not include drugs, devices or combination products authorized for sale by the United States Food and Drug Administration (FDA), as those terms are defined in the Federal Food, Drug and Cosmetic Act.

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco, nicotine or plant product intended for inhalation, including hookah and marijuana, whether natural or synthetic. Smoking also includes the use of an electronic smoking device.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, cigarette, cigar, pipe tobacco, chewing tobacco, snuff or snus. Tobacco product also includes any electronic smoking device and any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes and substances that may be vaporized or aerosolized in electronic smoking devices, whether or not they contain nicotine. Tobacco product does not include drugs, devices or combination products authorized for sale by the FDA, as those terms are defined in the Federal Food, Drug and Cosmetic Act.

“Tobacco use” means smoking, heating, inhaling, chewing, absorbing, dissolving or ingesting any tobacco product.

“Workplace Property” includes all property, both indoor and outdoor, that is owned, operated, leased, occupied or controlled by Valley City Barnes County Public Library including, but not limited to, all buildings, stairwells, parking lots, offices and green spaces. Workplace property includes sidewalks that are located on or directly

adjacent to the employer's property. Workplace property also includes all vehicles owned or leased by the employer and all private vehicles when the vehicles are on workplace property.

### Section 3: Prohibition of Tobacco Use

The Valley City Barnes County Public Library prohibits all tobacco use on workplace property at all times. This includes, but is not limited to, the use of tobacco products on workplace property by employees and visitors.

Whenever Valley City Barnes County Public Library does not have authority over adjoining streets, sidewalks, parking lots or other common areas, employees and visitors are encouraged to comply with the spirit of the policy by not congregating in such areas to use tobacco products.

### Section 4: Communicating the Policy to Employees & Visitors

This policy will be communicated to all new employees upon the commencement of employment. Current employees will be given written notice of this policy prior to its effective date. If applicable, this policy will also be printed in the employee handbook.

The Valley City Barnes County Public Library shall post signs indicating that the workplace property is tobacco-free in all locations and in places identified in NDCC § 23-12-10.4.1(a) and (b). In addition, notices of the policy will be posted in other highly visible places on workplace property including, but not limited to, sidewalks and parking lots.

### Section 5: Enforcement

All individuals on workplace property share in the responsibility for adhering to and enforcing this policy. All employees are expected to support this policy and cooperate in its implementation and enforcement. Employees and visitors violating this policy shall be courteously reminded to remain tobacco-free while on workplace property. Violations of this policy by employees shall be reported to the director or assistant director.

Violations of the tobacco-free workplace policy by employees will be handled in accordance with written personnel policies. Penalties for violations may include verbal warnings, written reprimands or termination of employment.

Visitors violating this tobacco-free workplace policy will be asked to refrain from using tobacco products while on workplace property or to leave library property.

### Section 6: Tobacco Cessation Services

Valley City Barnes County Public Library encourages all employees who use tobacco to quit. Tobacco cessation information is available from NDQuits at 1.800.784.8669 or by visiting the North Dakota Tobacco Control Program's website at: <http://www.ndhealth.gov/ndquits>.

### Section 7:

Any questions or comments regarding the tobacco-free policy should be directed to the library director or any member of the library board.