

**St. Johns River Water Management District
Tobacco-Free Workplace Program
Notice to Job Applicants**

About the Tobacco-Free Workplace Program

The St. Johns River Water Management District (District) has a Tobacco-Free Workplace program to promote healthy and productive environments and the health and wellbeing of District employees. The District's Tobacco Free Workplace Program is described in District Administrative Directive 510, Employment Compliance.

**Tobacco-Free Workplace Program Description
(Excerpt from Administrative Directive 510, Employment Compliance)**

(6) TOBACCO-FREE WORKPLACE PROGRAM.

(A) Program Purpose.

The purpose of this program is to provide a healthy and productive work environment and to promote the health and wellbeing of District employees.

(B) Definitions.

District vehicle – A vehicle owned, leased, or rented by the District, including, without limitation, any of the following: automobiles, vans, trucks, sport utility vehicles, commercial motor vehicles, vessels (motorized and non-motorized), electric or gas powered carts, special use vehicles or equipment designed to be used off paved roads or improved dirt roads, tracked vehicles, all-terrain vehicles, and construction equipment.

District workplace – Any of the physical structures and associated grounds owned or leased by the District at the District's Palatka headquarters or any service center or field station. District workplaces include parking lots, doorways, and walkways.

Tobacco use – The personal use of any tobacco product, whether intended to be lit or not, including: smoking and the use of cigarettes, herbal cigarettes, e-cigarettes, vaporizers, cigars, pipes, smokeless tobacco, chewing tobacco, snuff, and any similar device. The personal use of nicotine patches, gum, or lozenges is not considered tobacco use.

(C) Tobacco Use Prohibited.

1. At all times, tobacco use is prohibited at District workplaces and in all District vehicles, including those vehicles with open cabins or seats.
2. During work hours, District employees are prohibited from using tobacco regardless of physical location. This prohibition extends to paid breaks and time spent traveling in a private vehicle on District business. This prohibition does not extend to unpaid breaks, such as a lunch break, or paid leave, if the employee spends the time away from a District workplace. "Work hours" are any time for which the employee is receiving compensation, except for paid leave, paid District holidays, and paid on-call time. However, if an

employee is called into work, he or she is prohibited from using tobacco during the time he or she is working.

(D) Notification.

All District employees and applicants for District employment will be provided with notice of this directive. Additionally, the District will post signage at District workplaces providing notice of this program.

(E) Enforcement.

1. Employee Obligations.

An employee who believes he or she observed a violation of the prohibitions in this section by another employee must report the violation to any supervisor.

2. Supervisor Obligations.

a. Supervisors are responsible for ensuring that employees under their direction are aware of and comply with this directive. This includes counseling and recommendations for disciplinary action, as appropriate, in the event of a violation of the prohibitions in this section.

b. When a supervisor directly observes a violation of this section or receives a report of possible violation by an employee who is not within his or her chain of command, the supervisor will notify any supervisor in the employee's chain of command.

3. Violations of these prohibitions may subject an employee to disciplinary action.