

**SMOKING 505**

*Effective Date: 02/01/2016*

In keeping with Cass County's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. All County buildings and vehicles shall be smoke-free.

Employees who smoke will not be permitted any greater number of breaks than those who do not. As a result, such employees should only smoke before or after work, or during designated breaks or meal periods. North Dakota law requires smokers to be at least 20 feet away from building entrances and exits.

Violations of this policy may result in discipline, up to and including termination of employment. This policy applies equally to all employees, customers, and visitors.