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# Butte County Mosquito and Vector Control District

## POLICY MANUAL

**POLICY TITLE:** Smoke-free and Vape-Free Workplace

**POLICY NUMBER:** 7195

**7195.1** Smoking and vaping, including the use of e-cigarettes and vape pens, is prohibited within the buildings and vehicles of Butte County Mosquito and Vector Control District. Those who smoke and/or vape are requested to do so outdoors and at least 25 feet away from entrances or windows of buildings.

**7195.2** Extra care should be taken when working around combustible materials, or out in the field near equipment or supplies.

**7195.2.1** Personnel who smoke and/or vape in the field should use extreme caution and dispose of cigarettes in a responsible and safe manner, not littering or throwing residual parts on the ground or street or areas of drains, etc.

**7195.3** Smoking and/or vaping is allowed in non-district vehicles and on district properties as long as it is not a safety hazard. If employees observe unsafe activity involving smoking or vaping, they should bring it to the attention of the person and attempt to gain voluntary compliance to terminate the smoking or vaping activity. If the party refuses to cooperate, employee should inform his/her supervisor to take added action.