



## Enriching Lives & Connecting Communities

### Smoke-Free and Tobacco-Free Facilities

Administration  
Policy No. 1055

Revision Date: December 16, 2013

#### Policy Statement

In the interest of promoting health, Richland County Recreation Commission is smoke-free and tobacco-free. Smoking by employees, patrons, vendors and visitors is permitted only in designated smoking areas external to Richland County Recreation Commission buildings, outdoor arenas and fields.

#### Guidance:

1. **Smoking prohibition:** Smoking is not permitted in Richland County Recreation Commission buildings, outdoor facilities, at covered or uncovered entrances, vehicles or storage buildings administratively controlled by Richland County Recreation Commission.
2. **Designated smoking areas:** Individuals may smoke only in designated areas outside of Richland County Recreation Commission facilities and areas listed above. Such areas shall be no less than 100 feet (or as practical) from any recreation facility or activity during park hours or when the facility is in use.
3. When Richland County Recreation Commission property is damaged by someone smoking, the person responsible for the damage will be held liable.
4. Smoking materials will not be sold on Richland County Recreation Commission property.
5. **Smoking cessation classes:** Smoking cessation programs may be a covered benefit under the RCRC medical benefit plan, please consult Human Resources or the Employee Insurance Benefit Guide.
6. **Compliance with this policy:** All employees, contractors and visitors of Richland County Recreation Commission are expected to comply with the policy. Actions for non-compliance may include:
  - a. Employees - Violations of this policy by employees may result in disciplinary action as outlined in Human Resources Policy 042 including but not limited to verbal

- reprimand, written warning placed in personnel file, suspension, recommended enrollment in a cessation program and discharge
- b. Patrons and Visitors (including volunteers) - Violation will be addressed through the Facility User Code of Conduct Policy 14025 as a Category III offense including but not limited to verbal requests to not use tobacco, request to leave property, suspension and loss of facility privileges.
  - c. Contractors – Written notification of policy violation, possible cancellation of contract(s), request to leave property.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.