



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Non-Smoking and Tobacco-Free Policy	AUTHORIZED BY: Kelvin L. Simmons Commissioner
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ISSUED: May 16, 1988	REVISED: September 2011

I. General Statement

The Office of Administration (OA) promotes a smoke and tobacco-free environment for employees and clients.

Smoking or any use of tobacco products such as chewing tobacco, snuff, e-cigarettes, etc. is prohibited in OA offices, state vehicles, work areas, libraries, reception areas, break rooms and conference rooms. OA employees should follow the non-smoking or tobacco use policies of other agencies while in the facilities of other agencies.

Recognizing the difficulty in breaking tobacco use habits, OA encourages employees to attend smoking cessation programs available through the state wellness program.

II. Guidelines

A. Implementation

- 1) Smoking or use of tobacco products is prohibited in OA offices, work areas, libraries, reception areas, break rooms and conference rooms.
- 2) Smoking or use of tobacco products is prohibited at any conference, meeting or training program sponsored by OA and being held in state office building conference rooms, classrooms and auditoriums.
- 3) Smoking or use of tobacco products is prohibited in state vehicles.
- 4) Smoking or using smokeless tobacco will be allowed outdoors in designated smoking areas where non-smokers will not be required to encounter smoke or smokeless tobacco during the normal course of their work activities. Smokeless tobacco must be disposed of properly in sealed containers and placed in waste containers.

B. Responsibilities

Supervisors and managers are responsible and accountable for implementing this policy. These responsibilities include, but are not limited to: (1) Ensuring that all current and new employees under their supervision review this policy and (2) Responding promptly and consistently to any violations of this policy.

C. Compliance

All employees of OA shall comply with this policy. Employees violating this policy will be subject to disciplinary action.



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D. Grievance

If an employee feels that this policy is not being enforced correctly and consistently, the employee is entitled to utilize the Office of Administration grievance procedure under OA Policy B-18.