



## ADMINISTRATIVE MANUAL

<b>SUBJECT:</b> RULES OF PERSONAL CONDUCT AND RESPONSIBILITY Tobacco Use	<i>Chapter:</i> 11
	<i>Section:</i> 11.10
<b>REFERENCES:</b> Admin Policy 21.1 Use of State Vehicles	<i>Page:</i> 1 of 3
	<i>Revised:</i> 05-17-2010

### TOBACCO USE

#### I. PURPOSE:

To establish a Department official policy on tobacco use in Department occupied buildings and grounds.

The Department recognizes the documented health hazards associated with tobacco use and exposure to secondhand smoke. The Department further recognizes its responsibility to provide a healthful and safe working environment and to assist employees that use tobacco to quit. It is important for public health agencies to set examples consistent with public expectations.

It is the policy of the Department to provide a working environment free of tobacco and to encourage employees that use tobacco to quit.

#### II. SCOPE:

This policy is applicable to all employees and visitors to the Department.

#### III. POLICY:

It shall be the policy of the Department that the use of tobacco products is prohibited in or on any or all buildings and grounds under the control of the Department except for areas specifically designated as a tobacco use area by the Department Director. Use of tobacco products must be confined to such designated areas, so persons may not use tobacco products while moving to and from the specifically designated tobacco use areas. This policy shall apply to all employees of the Department and all visitors while they are on Department property.

Designated tobacco use areas shall be located in places designed to minimize to the greatest extent possible the impact of tobacco use on persons who do not use tobacco products.

For the purpose of this policy, tobacco use shall mean smoking tobacco or tobacco-like substances, including cigars, cigarettes, pipes, and use of smokeless items, such as chewing tobacco, snuff, e-cigarettes, etc.



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For buildings in which DHSS shares space with other agencies, smoking is only allowed in designated areas away from main entrances.

### IV. IMPLEMENTATION:

- A. Department Facilities - Tobacco use is prohibited in the Department offices and facilities.
- B. Conference Rooms, Classrooms, Auditoriums - Tobacco use shall be prohibited at any conference, meeting or training program sponsored by the Department regardless of location. When the Department is a co-sponsor, the Department employee representing the agency shall encourage the other co-sponsor to adopt a no tobacco use policy for the activity. The person responsible for holding the conference, meeting or training session is responsible for enforcing the no tobacco use rule. When tobacco use is allowed, the designated areas should be clearly indicated.
- C. Sale of Tobacco - Sales of all tobacco products shall be prohibited in the Department offices and facilities.
- D. Vehicles - Tobacco use shall be prohibited in state and rented vehicles at all times. Further, smoking is prohibited in privately owned vehicles while on Department grounds. When employees are traveling on official state business in a privately owned vehicle, tobacco use will be prohibited if one of the traveling employees requests it. (Also see policy 21.1)
- E. Shared DHSS Offices - Tobacco use is restricted to designated areas away from main entrances.
- F. Off Premise Tobacco Use - While on official business representing the Department, employees are expected to comply with tobacco use restrictions of the facility they are visiting and are prohibited from using tobacco when interacting with the public or other agencies. Employees are prohibited from smoking or using tobacco while conducting business in a client's home.



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**V. RESPONSIBILITIES:**

Visitors who appear to be unaware of this policy should be informed in a pleasant manner by employees.

Supervisors of all organizational units of the Department are responsible and accountable for implementing the provisions of this policy. They shall assure that:

- A. All current and new employees in their respective units have read and understand the purpose and intent of this policy;
- B. A prompt response is made to any employee grievance relative to tobacco use problems in their work area or on Department grounds;
- C. Applicants for employment are aware of the policy during the interview or at the time a job offer is made; and
- D. Appropriate “no tobacco use” signs are posted in all areas.

**VI. SIGNS:**

Suitable “no tobacco use” signs shall be posted in all Departmental offices. The accepted international symbol for no smoking may be used on doors in addition to the signs indicated above. Signs are available from the Bureau of General Services.

**VII. COMPLIANCE:**

All employees of the Department shall comply with the regulations of this policy. Violators will be subject to disciplinary action under the provisions of the Department’s discipline policy.

Prepared By:

Approved By:

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Deputy Department Director