## Chapter 6 - Miscellaneous Policies

| **EFFECTIVE DATE:** January 1, 2008 | **TITLE:** Tobacco Free | **NO: 6-3** |
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1. To provide a safe and healthy environment for employees and visitors, the use of tobacco products, including, but not limited to, cigarettes, cigars, pipes, smokeless tobacco or chewing tobacco, is prohibited in Central Office, including the building, grounds, and main and upper parking lots.

2. Employees may not smoke in a personal vehicle while in the parking lots of Central Office.

3. Smoking is prohibited in state vehicles.

4. The Department shall allow reasonable time off (sick leave, annual leave, etc) for attendance at smoking cessation or control classes.

5. Managers and supervisors are responsible and accountable for implementing the provisions of this policy. Responsibilities include, but are not limited to:
    A. Ensuring that all employees under their supervision have reviewed this policy; Responding promptly to violations of this policy consistent with DOR 6.050, Progressive Employment Actions; and
    B. Notifying applicants for employment of this tobacco free policy.