

# Sample Agency Tobacco-Free Policy

## Purpose

The purpose of this agency policy is to eliminate all tobacco use whether located indoors or outdoors on property owned, leased or contracted for use by \_\_\_\_\_ [Agency] \_\_\_\_\_, in state vehicles used for \_\_\_\_\_ [Agency] \_\_\_\_\_ business, and \_\_\_\_\_ [other, as needed; see endnote #1 for example] \_\_\_\_\_.

## Tobacco-Free Environment

1. The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, and other tobacco products, including electronic cigarettes/vaping devices or any other product packaged for smoking or the simulation of smoking) is prohibited throughout all indoor and outdoor areas of property owned or under the control of the \_\_\_\_\_ [Agency] \_\_\_\_\_, including parking lots owned or under the control of said agency, and in vehicles used by said agency or its employees whenever conducting business anywhere.
2. This administrative procedure applies to all employees, students, clients, visitors and others on business at all \_\_\_\_\_ [Agency] \_\_\_\_\_ property.
3. The \_\_\_\_\_ [Agency; this should be stated so as to cover each separate location of the agency] \_\_\_\_\_ will identify the boundaries of its property, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed. The agency will also utilize printed materials and other communications as needed to educate employees and all other persons using or visiting the property regarding this policy.
4. \_\_\_\_\_ [Agency locations] \_\_\_\_\_ that share a building or property with other offices will eliminate tobacco use in their offices and from all the indoor and outdoor locations under their

control.

5. Tobacco product receptacles will be removed from the property, including any ash cans near entryways.
6. \_\_\_\_\_ [Agency] \_\_\_\_\_ employees will not use tobacco products while providing services to clients regardless of location.
7. \_\_\_\_\_ [Agency] \_\_\_\_\_ is committed to providing support to all \_\_\_\_\_ [Agency] \_\_\_\_\_ employees and other \_\_\_\_\_ [Agency] \_\_\_\_\_ personnel who wish to stop using tobacco products. \_\_\_\_\_ [Agency] \_\_\_\_\_ is committed to ensuring that \_\_\_\_\_ [Agency] \_\_\_\_\_ employees and, to the extent possible, other personnel have access to several types of assistance, including cessation medications and telephone counseling through the Oklahoma Tobacco Helpline (Helpline). Supervisors are encouraged to refer employees and other \_\_\_\_\_ [Agency] \_\_\_\_\_ personnel to the Helpline as appropriate.
8. Noncompliance by an employee will be cause for management/supervisor intervention and may result in corrective or disciplinary action in accordance with \_\_\_\_\_ [reference to agency policy for employee discipline] \_\_\_\_\_ and state personnel rules.
9. Noncompliance by visitors and others will be handled as stated in this policy as follows: \_\_\_\_\_ [see example in *endnote 2*] \_\_\_\_\_.

**Action**

The \_\_\_\_\_ [agency official designated] \_\_\_\_\_ is responsible for ensuring the annual review of this administrative procedure.

This procedure is effective \_\_\_\_\_[date, no later than Aug. 6, 2012; see endnote 3]\_\_\_\_\_.

*Endnote 1:* This space would be for other necessary restrictions, as appropriate for the agency. For example, the State Department of Health policy reads at this point “and by OSDH personnel providing services in clients’ homes.”

*Endnote 2:* An example excerpted in part from an existing tobacco-free policy of a university in Oklahoma is as follows:

Students—Students shall be directed to and handled by the Office of Student Rights and Responsibilities. Violations occurring within University Housing shall be directed to and handled by the Housing Office. University Housing may refer complaints to the Office of Student Rights and Responsibilities.

Visitors—Visitors shall be directed to and handled by the University Police department.

*Endnote 3:* The Executive Order specifies by six months from February 6, 2012. Some state agencies may plan the transition to correspond with the state fiscal year starting July 1, 2012, or earlier.