



Policies and Procedures
Tobacco Free Workplace

Effective Date of Policy:	Next Scheduled Review: 1/2/2022
Last Reviewed:	Policy Number: OCC-05 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: [Executive Order 2012-01](#).

A. Tobacco Free Workplace

Tobacco use on State property or in State vehicles is forbidden. Employees who violate this policy are subject to discipline, up to and including termination.

B. Definitions

“Tobacco Products” includes but is not limited to cigarettes, electronic cigarettes/vaporizers, pipes, smokeless tobacco, and any other tobacco product.

C. Tobacco Use

The use of tobacco products is prohibited throughout all indoor and outdoor areas of property owned, leased, loaned or under the control of the State, including parking lots. Commission employees and patrons shall not use tobacco products while providing services to clients regardless of location.

The tobacco free workplace policy applies to all employees and patrons on State occupied properties. Noncompliance by an employee may result in corrective or disciplinary action.

The Commission, in cooperation with other state agencies occupying the same property and governmental building, 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 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. Commission locations that share a building or property with other offices will eliminate tobacco use in their Commission offices and from all the indoor and outdoor locations under the Commission’s control. Commission employees shall not use tobacco products on roads, streets, or roadways adjoining State properties.

The Commission is committed to providing support to all its employees who wish to stop using tobacco products, and ensuring that all employees have access to several types of assistance, including cessation medication and telephone counseling through the [Oklahoma Tobacco Helpline](#) (1-800-QUIT-NOW). Supervisors are encouraged to refer employees to the Helpline as appropriate.