



TOBACCO-FREE WORKPLACE

Effective Date of Policy: 2/1/2024	Next Scheduled Review: 7/1/2026
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Approved: Trey Lam / Commission	Approval Date: 7/1/2024

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

A. Tobacco-Free Workplace

Smoking or the use of tobacco products is prohibited on State property or within State vehicles. Violation of this policy may result in disciplinary action, 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 in all indoor and outdoor areas of properties owned, leased, loaned, or under the control of the State, including parking lots. Commission employees and patrons are prohibited from using tobacco products while providing services to clients, irrespective of the location.

This 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 collaboration with other state agencies sharing the same property and governmental building, will clearly identify the property’s boundaries. This information will be made accessible to the public through appropriate signage, placed at the entrances and other necessary locations. The agency will utilize printed materials and other communication channels to educate employees and visitors about this policy. Commission locations coexisting with other offices will enforce a tobacco-free environment within Commission offices and all indoor and outdoor areas under the Commission’s control. Commission employees are prohibited from using tobacco products on roads, streets, or roadways adjoining State properties.

The Commission is committed to supporting employees who wish to quit using tobacco products. We ensure that all employees have access to various forms of assistance, including cessation medication and telephone counseling provided by the [Oklahoma Tobacco Helpline](#) (1-800-QUIT-NOW). Supervisors are encouraged to refer employees to the Helpline as deemed appropriate.