



State of Oklahoma
Human Capital Management Division
Office of Management and Enterprise Services
Policies and Procedures
Tobacco-Free Environment

Effective Date of Policy: 8/6/2012	Next Scheduled Review: 11/01/2016
Prior Policy:	Policy Number: HCM-19
Last Reviewed: 11/01/2014	Replaces Policy Number:
Date Policy Last Revised: 11/01/2014	
Approved: Lucinda Meltabarger	Approval Date: 7/27/2012

Reference: Executive Order 2012-01

Policy

The purpose of this agency policy is to eliminate all tobacco use, whether located indoors or outdoors, on any property that is owned, leased or contracted for use by the Office of Management and Enterprise Services (OMES), as well as in all state vehicles used for OMES business.

Definitions

"Tobacco Products" include, but are not limited to, cigarettes, electronic cigarettes/vaporizers, pipes, smokeless tobacco, and any other tobacco product.

Implementation

The use of tobacco products is prohibited throughout all indoor and outdoor areas of property that is owned, leased, loaned or under the control of OMES, including parking lots that are owned or under the control of OMES, and in any OMES vehicles.

This policy applies to all employees and patrons on State occupied properties.

OMES will identify the boundaries of its property and post this information for public reference. OMES will also provide notice of this policy and appropriate signage at all entrances to OMES properties and/or other locations as needed. The agency will also utilize printed materials and

other communications regarding this policy as needed in order to educate employees and all others persons using or visiting OMES property.

Agency locations that share a building or property with other offices will eliminate tobacco use from all indoor and outdoor locations under their control.

OMES employees and patrons shall not use tobacco products while conducting business or providing services to clients, regardless of their location.

OMES is committed to providing support to all of its employees who wish to stop using tobacco products and ensure that OMES employees and other personnel have access to assistance, including cessation medication and telephone counseling through the [Oklahoma Tobacco Helpline](https://www.ok.gov/health/ohca/tobacco) (1-800-784-8669). Supervisors are encouraged to refer employees to the Oklahoma Tobacco Helpline as appropriate.

Noncompliance by any OMES employee may result in disciplinary action.