

## DEPARTMENT OF NATURAL RESOURCES

**Administrative Policy No.: 20**

**EFFECTIVE DATE: MAY 27, 2015**

**SUBJECT: TOBACCO-FREE WORKPLACE POLICY**

**AUTHORIZATION: STEPHEN CHUSTZ, SECRETARY**

### **I. POLICY**

The Department of Natural Resources (DNR) is committed to ensuring a safe and healthy environment for employees, visitors and the public we serve. This policy<sup>1</sup> recognizes the Surgeon General's reports regarding the harmful effects of passive or second-hand smoke on smokers and non-smokers alike and gives effect to the Louisiana Smoke-Free Air Act.

### **II. PURPOSE**

DNR strictly prohibits the use of tobacco products on or in DNR owned, leased or occupied properties, buildings and facilities. DNR also strictly prohibits the use of tobacco products by drivers and passengers within DNR owned or leased vehicles and within personal vehicles when transporting passengers on official DNR business.

### **III. APPLICABILITY**

This policy applies to all DNR employees, visitors and members of the public while on or in DNR premises and vehicles.

### **IV. DEFINITIONS**

- 1) Tobacco Products** – This policy applies to tobacco in all forms including, but not limited to, smoking tobacco of any kind, oral tobacco products (dips, chewable tobacco, etc.) and any form of smoking device including cigarettes, cigars, pipes and electronic cigarettes.
- 2) Premises** – This policy applies to the interior and exterior of all owned, rented, leased or occupied properties, buildings and facilities of DNR including offices, cubicles, hallways, stairwells, restrooms, lunchrooms, conference rooms, storage areas, walkways, porticos, courtyards and

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<sup>1</sup> This Administrative Policy supersedes Human Resources Policy No. 7 and any previously issued memoranda in conflict with this policy.

surrounding premises. The prohibitions of this policy extend also to parking garages and designated parking areas wherein tobacco products should be extinguished prior to entering.

- 3) **Vehicles** – This policy applies to DNR owned and leased vehicles at all times and personal vehicles when transporting passengers on official DNR business.

## **V. NOTICE**

DNR employees are informed of this policy during initial orientation, via postings on the DNR intranet and by signage displayed within agency vehicles and at the entrances to and within DNR owned, leased and occupied properties, buildings and facilities.

To inform visitors, signs are prominently posted throughout the exterior premises of DNR owned, leased and occupied properties, buildings and facilities.

## **VI. CESSATION**

DNR is committed to providing support to all employees who wish to cease using tobacco products. Cessation information is available through the Human Resources Division. DNR will assist employees desiring to cease using tobacco products and help them access recommended cessation programs and materials, including the Louisiana Tobacco Quitline.

Dating back to July 1, 2011, the Office of Group Benefits, as a pharmacy benefit, has provided coverage for smoking cessation products (over-the-counter and prescription) that are supported by a physician's prescription. Employees are encouraged to review their health plan or contact the Office of Group Benefits for more information.

## **VII. RESPONSIBILITY**

- 1) Appointing authorities are responsible for ensuring that all employees within their organizational units are made aware of this policy and for imposing corrective action, as warranted, to address violations.
- 2) Supervisors are responsible for enforcing the prohibitions of this policy and reporting all observed/disclosed violations to Human Resources.
- 3) Employees are responsible for complying with this policy and reporting all observed violations to their supervisors or Human Resources.
- 4) Human Resources' personnel are responsible for providing orientation training on the prohibitions of this policy, investigating reported violations,

assisting appointing authorities in addressing violations and providing assistance to DNR employees who wish to cease using tobacco products.

- 5) Safety officers are responsible for prominently posting and maintaining signage advising of the prohibition against use of tobacco products within agency vehicles, within the interior and upon the exterior areas of DNR owned, leased or occupied properties, buildings and facilities.

**VIII. ENFORCEMENT**

Any violation of this policy will be considered a safety violation in view of the potential harm to co-workers and visitors, thus subjecting the employee to disciplinary action. Repetitive violations will result in a recommendation of disciplinary action, including the possibility of termination.

**IX. QUESTIONS**

Questions regarding the application and enforcement of this policy should be addressed to the Human Resources Division.

  
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**STEPHEN CHUSTZ, SECRETARY**  
  
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**DATE**

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**INITIAL ISSUE DATE: 2/14**

**REVISION DATE: 05/15**