

Department of Natural Resources

Administrative Policy No.: 20
Subject: Tobacco-Free Workplace Policy
Effective Date: February 1, 2014
Authorization: R.S. 36:354 (2)

Instructions: This memorandum supersedes Human Resource Policy #7 and any previously issued memoranda that conflict with these directives.

I. PURPOSE

The Louisiana Department of Natural Resources is committed to insuring a safe and healthy environment for employees, visitors and the public we serve. This policy 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. POLICY

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 in or on DNR premises.

IV. DEFINITIONS

- A. **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.
- B. **Premises** – This policy applies to the interior and exterior of all owned, rented, leased or occupied properties, building and facilities of DNR including offices, cubicles, hallways, restrooms, lunchrooms, conference rooms, storage areas, walkways, porticos, courtyards and 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.
- C. **Vehicles** – This policy applies to DNR vehicles at all times and personal vehicles when transporting passengers on official DNR business.

V. NOTICE

DNR employees will be 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 will be 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 to DNR employees through the Human Resources Division. DNR will assist all employees desiring to cease using tobacco products by helping them access recommended cessation programs and materials, including the Louisiana Tobacco Quitline.

Effective July 1, 2011, the Louisiana Office of Group Benefits began coverage for all smoking cessation products (over-the-counter and prescription). Coverage allows a total of a 168-day supply per calendar year. Members must have a prescription from their physician for products to be covered under the plan. Employees are encouraged to consult the Office of Group Benefits or their health plan for more information.

VII. RESPONSIBILITY

- A. Appointing authorities are responsible for insuring that all employees within their organizational unit are made aware of the implementation of this policy and for imposing corrective action, as warranted, to address violations.
- B. Supervisors are responsible for enforcing the prohibitions of this policy and reporting all observed/disclosed violations to Human Resources.
- C. Employees are responsible for complying with this policy and reporting all observed violations to their supervisors or Human Resources.
- D. Human Resources is responsible for providing orientation training on the prohibitions of this policy, investigating reported violations and providing assistance to DNR employees who wish to cease using tobacco products.
- E. Safety officers are responsible for prominently posting and maintaining signage within agency vehicles, within the interior and upon the exterior areas of DNR owned, leased or occupied properties, buildings and facilities advising of the total prohibition against use of tobacco products.

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. Repeat violations will result in a recommendation of termination.

IX. QUESTIONS

Questions regarding the interpretation and enforcement of this policy should be addressed to Human Resources at 225-342-2134.



Stephen Chustz, Secretary



Date