



State of Oklahoma  
Oklahoma Department of Agriculture, Food, and Forestry

Policies and Procedures  
Tobacco Free Workplace

Effective Date of Policy: 1/2/2015	Next Scheduled Review: 1/2/2017
Last Reviewed: 12/30/2015	Policy Number: ODAFF-05 (2015)
Date Policy Last Revised: 1/2/2015	Replaces Policy Number:
Approved: Jim Reese	Approval Date: 1/2/2015

**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 ODAFF, including parking lots owned or under the control of ODAFF, and in vehicles used by its employees whenever conducting business anywhere. ODAFF 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.

ODAFF 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. ODAFF locations that share a building or property with other offices will eliminate tobacco use in their offices and from all the indoor and outdoor locations under their control. ODAFF employees shall not use tobacco products on roads, streets, or roadways adjoining ODAFF properties.

ODAFF is committed to providing support to all its employees who wish to stop using tobacco products, and ensuring that all employees and, to the extent possible, other personnel have access to several types of assistance, including cessation medication and telephone counseling through the Oklahoma Tobacco Helpline. Supervisors are encouraged to refer employees to the Helpline as appropriate.