



# STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: <b>Non-Smoking and Tobacco-Free Policy</b>	AUTHORIZED BY: <b>Douglas E Nelson Commissioner</b>
POLICY : <b>SP-11</b>	PAGE: <b>1 of 2</b>
ISSUED: <b>June 2015</b>	REVISED:

## I. GENERAL STATEMENT

The purpose of the NonSmoking and Tobacco-free Policy is to promote the health, safety and welfare of employees of the State of Missouri while also promoting a healthy, safe and comfortable environment for those who visit state office buildings throughout Missouri.

Smoking or any use of tobacco products such as chewing tobacco, snuff, or e-cigarettes, etc. is prohibited in state buildings.

Agencies may adopt additional policies provided they do not conflict with the provisions of this policy.

This policy applies to all state agencies or other unit of the executive branch of state government.

## II. GUIDELINES

Smoking, vaping, or use of tobacco products is prohibited inside all buildings exclusively occupied by the state of Missouri regardless of whether the building is owned or leased by the state.

All areas used to enter a building exclusively occupied by the State of Missouri shall be designated as a "Tobacco-free Zone." This restriction shall apply to both state employees and the general public.

Smoking, vaping, or use of tobacco products may take place outside and in areas where non-smokers will not be required to encounter smoke during the normal course of a non-smoker's work or business. Smokeless tobacco must be disposed of properly in sealed containers and placed in waste containers.

Smoking, vaping, or use of tobacco products is prohibited in the portion of building occupied by the state where the state does not exclusively occupy the entire building.

Individual departments and/or the Office of Administration may designate restricted tobacco use areas outside of state-owned or leased buildings. In buildings occupied by multiple departments, the Office of Administration-Facilities Management, Design and



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Construction Division will coordinate with the various departments and agencies to reach a consensus on restricted areas.

This policy does not apply to tobacco use which occurs in parking lots or private vehicles.