



HUMAN RESOURCES

Smoking Policy

POLICY Number: B-009

1 March 2013

1. **AUTHORITY:** Director of State Civil Service as contained in La R.S. 36:54, Act 815 of the Regular Session of the 2006 Legislature (known as the "Louisiana Smoke-Free Air Act").
2. **PURPOSE:** To establish the department's standard on the Louisiana Smoke-Free Air Act.
3. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service.
4. **POLICY:** It is the policy of State Civil Service to prohibit smoking by employees and visitors inside offices and in non-designated smoking areas of the buildings housing State Civil Service operations.
5. **DEFINITIONS:**

Designated Smoking Area - those areas immediately surrounding buildings or facilities which house State Civil Service operations, which are established and identified by the building manager and listed in the building or facility operations manual as places where smoking is permitted.
6. **PROVISIONS:** Employees will be given reasonable breaks to smoke. While smoking in designated smoking areas, State Civil Service employees and visitors are responsible for practicing good housekeeping in these areas by extinguishing all smoking materials in designated containers and proper disposal of trash.
7. **PROCEDURES:** Complaints of unauthorized smoking in the building should be made to the State Civil Service Safety Coordinator.
8. **VIOLATIONS:** Employees found to have violated this policy may be subject to disciplinary action.

9. **EXCEPTIONS:** The Director or Deputy Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations and/or state law.

s/Shannon S. Templet
Director