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## **PARDON AND PAROLE BOARD**

### **Policy 117 – Tobacco Free Workplace**

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#### **POLICY**

It is the policy of the Pardon and Parole Board (PPB) to maintain a tobacco-free workplace. Tobacco use by employees or patrons on state property or in state vehicles is forbidden. Employees who violate this policy are subject to discipline, up to and including termination. Tobacco products, including but not limited to cigarettes, electronic cigarettes and/or vaporizers, pipes, smokeless tobacco, or any other tobacco product are prohibited.

The use of tobacco products is prohibited throughout all indoor and outdoor areas of property owned, leased, loaned, or under the control of the PPB and in vehicles used by its employees whenever conducting business anywhere. The PPB employees and patrons shall not use tobacco products while providing services to clients regardless of location.

The PPB 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.

Reference: Executive Order 2012-01 and Title 63 O.S. §1-1515

Established: June 13, 2016

Revised: January 7, 2019