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	<b>Policy #:</b>	G-30
	<b>Supersedes:</b>	9-12-2011
<b>Subject:</b> Smoking		<b>Page:</b> 1 of 1

## PURPOSE

This policy establishes smoking guidelines for all state employees, in compliance with Executive Order 1992-3, the Michigan Clean Indoor Air Act (MCIA), Department of Technology, Management and Budget guidelines, and LARA Work Rules.

## POLICY

Smoking and the use of smokeless tobacco products or e-cigarettes is prohibited in all state owned or leased facilities, state vehicles and parking structures managed by the Department of Technology, Management and Budget.

## GUIDELINES

1. Smoking and the use of smokeless tobacco products or e-cigarettes is permitted **only** in designated outdoor locations.
2. Licensing and Regulatory Affairs (LARA) employees working at or visiting offices of other agencies shall use tobacco products or e-cigarettes **only** in designated smoking areas.
3. Cigarettes and cigars should be extinguished and disposed of in proper containers outside the building and not on the ground.

## ENFORCEMENT

1. Supervisors and managers are responsible for ensuring that their employees comply with the guidelines of this policy.
2. Violations may result in discipline, up to and including dismissal.
3. The Department of Community Health may levy fines as permitted by the Public Health Code.