

## **Tobacco Free Environment Policy: Questions and Answers**

### **What does tobacco-free property mean?**

Beginning on May 31, 2006, there will be no smoking or use of tobacco on property owned, leased or occupied by the state. The new policy applies to state employees, clients and visitors.

The policy applies to all stated-owned and state-leased buildings and grounds where the state is the sole occupant, including the State Capitol Complex in Pierre and off-site property occupied by the Executive Branch of state government and under the direction and control of the Governor. The policy includes all vehicles, parking lots, and walkways leading into state buildings within Pierre and off-site property boundaries.

The following are exceptions: patients and residents at the Human Services Center in Yankton and clients at the State Developmental Center in Redfield, as specified by the Secretary of the Department of Human Services; residents of the State Veterans' Home in Hot Springs, as specified by the Secretary of the Department of Military and Veterans Affairs; visitors to campsites in state parks, as designated by the Secretary of the Department of Game, Fish & Parks; and state highways and outdoors at state highway rest stops. The Bureau of Administration and/or appropriate Department Secretary may grant limited exceptions for specific, special events.

Buildings and grounds not specified as exceptions are included in the tobacco free environment.

### **Why are we initiating this policy now?**

This policy has been established to protect and promote the health and well being of employees, clients and visitors. Tobacco use is the single largest cause of preventable, premature death in the U.S. More than 70% of tobacco users want to quit, and worksite policies like this are one of the most effective ways to help them accomplish their goal. These policies reduce the harm caused by tobacco use such as heart attacks, lung cancer, oral cancer and other serious and costly illnesses.

### **When does the policy go into effect?**

The tobacco free environment policy will be effective May 31, 2006. Since 1988, all indoor areas have been designated as smoke-free.

### **Who is covered by this policy?**

The State of South Dakota is dedicated to providing a healthy, comfortable and productive environment for employees, clients and visitors.

### **Where can I find a copy of the policy?**

The policy is located on the intranet with other state government policies at <http://bop.sd.gov/forms/>, the Employee Handbook and included in all new hire information.

**What does the state offer to employees who use tobacco but want to quit?**

The State of South Dakota offers encouragement and continued support for those who WANT to quit. If you are a current tobacco user, the South Dakota QuitLine provides tobacco cessation support and discounted medication to individuals when participating in the SD QuitLine.

If you quit on your own, you may change the Tobacco Use designation through the annual enrollment process OR by sending BOP a written statement of no tobacco use for the past 120 days or more.

January 1, 2006 through June 30, 2006, there is opportunity for an enhanced benefit, as the cessation medication is offered at no cost. Information about local tobacco cessation programs is also available from the South Dakota QuitLine, 1-866-737-8487 or at [www.healthysd.gov](http://www.healthysd.gov). If you have any questions, please contact the Bureau of Human Resources, Division of Benefits at 773.3148.

**How will visitors be notified of the policy?**

Signs stating the policy will be posted in appropriate areas.

**How will the policy be enforced?**

Enforcement of this policy is the shared responsibility of all state personnel. All employees are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy, especially with regard to visitors. If difficulties arise with compliance of this policy, notify security.

Incidents of smoking and/or tobacco use by employees are to be documented for supervisor follow-up, as well as evaluated for trends and patterns of noncompliance.