


MISSOURI DEPARTMENT OF TRANSPORTATION  PERSONNEL POLICY MANUAL	Chapter Title Employee Conduct		
	Policy Title Smoking and Tobacco Use		
	Policy Number 2504	Page 1 of 2	Effective Date February 1, 2021
Approved By Steve Meystrik, Human Resources Director, Signature on File	Supersedes Policy Number 2504	Page 1 of 2	Prior Effective Date November 1, 2016

POLICY STATEMENT

The department prohibits the use of tobacco products (including smokeless tobacco and non-nicotine substitutes) and electronic/vapor cigarettes in department offices, buildings, facilities, vehicles, and equipment.

PROVISIONS/REQUIREMENTS

1. All employees and visitors are prohibited from the use of tobacco products (including smokeless tobacco and non-nicotine substitutes) and electronic/vapor cigarettes in all department-owned, leased, and occupied offices, buildings, and facilities.
2. The use of tobacco products (including smokeless tobacco and non-nicotine substitutes) and electronic/vapor cigarettes will be allowed outdoors in designated smoking areas where non-smokers will not be required to encounter smoke or smokeless tobacco use during the normal course of a non-smoker's work or business. Smokeless tobacco and its non-nicotine substitutes must be disposed of properly in sealed containers placed in waste receptacles.
3. The use of tobacco products (including smokeless tobacco and non-nicotine substitutes) and electronic/vapor cigarettes is prohibited in all department-owned or leased vehicles and equipment.
4. The use of tobacco products (including smokeless tobacco and non-nicotine substitutes) and electronic/vapor cigarettes is prohibited at department sponsored training sessions, meetings, and gatherings, whether the event is on or off department premises, except where allowed outdoors in designated smoking areas

where non-smokers will not be required to encounter smoke or smokeless tobacco use.

5. The sale of tobacco products in department-owned, leased, or occupied buildings and facilities is prohibited.
6. Employees who feel the provisions of this policy are not being followed should advise their immediate supervisor. The department's grievance procedure may be used if violations are not resolved and continue to occur after discussion with the district/division/office.