

# Appendix F: Smoking and Tobacco Use Policy

State of Iowa

## **SMOKING AND TOBACCO USE POLICY FOR EXECUTIVE BRANCH EMPLOYEES**

### **NOTIFICATION AND EFFECTIVE DATE**

All Executive Branch employees (herein “employees”) are required to read this Smoking and Tobacco Use Policy, and will be expected to sign an Acknowledgement indicating that the policy was read and fully understood by the employee. All employees are required to abide by the standards set forth in this policy. Individual department policies may differ because some departments may be exempted from certain provisions of the policy. However, individual department policies must also be read and acknowledged by the employee. This Policy is being issued without revision on July 1, 2025.

### **I. GENERAL STATEMENT OF POLICY**

The purpose of this policy is to establish a smoke-free environment for employees and the public as they transact business with or receive services from the State. This policy facilitates compliance with Iowa’s Smokefree Air Act and administrative rules governing the use of tobacco-related products. The Iowa Smokefree Air Act was enacted in Iowa Code chapter 142D to improve the health of Iowans by reducing the level of exposure to environmental tobacco smoke. Administrative rules related to this policy can be found at 641 IAC 153 and 11 IAC 100.3.

For purposes of this policy, “smoking” includes, but is not limited to, burning or vaporizing tobacco or other products in a cigarette, cigar, pipe, electronic cigarette, or any noncombustible product, which may or may not contain nicotine, that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution or other substance.

For purposes of this policy, tobacco includes any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, electronic cigarettes, pipes, bidis, hookahs, smokeless chewing tobacco, and/or snuff.

## **II. PROHIBITED ACTIVITIES**

- A. Smoking is prohibited within the confines of all State operated/owned facilities.
- B. Smoking is prohibited within the confines of all State operated/owned vehicles.
- C. Smoking is prohibited on the grounds of any public building including the Capitol Complex grounds. Grounds is defined as an outdoor area of a public building that is used in connection with the building, including but not limited to, a sidewalk immediately adjacent to the building; a sitting or standing area immediately adjacent to the building; a patio; a deck; a curtilage or courtyard; or any other outdoor area as designated by the person having custody or control of the public building.
- D. Smoking is not allowed in any existing huts or any enclosed areas formerly used as smoking areas.
- E. Use of tobacco products is prohibited in all space in Capitol Complex buildings controlled by the Executive Branch including tunnels and enclosures.
- F. Use of tobacco products is prohibited on the grounds of the Capitol Complex.

## **III. STATE/LEASED PROPERTY OUTSIDE CAPITOL COMPLEX**

For state property outside the Capitol Complex and for offices leased by the State of Iowa, the provisions of this policy will apply unless otherwise noticed by the employing department.

## **IV. AUTHORIZED ACTIVITIES**

Smoking and the use of tobacco is authorized within the confines of enclosed privately-owned motor vehicles that are located on the Capitol Complex.

## **V. VIOLATIONS**

Violations of this policy may result in disciplinary action.

## VI.EMPLOYEE ASSISTANCE

The State of Iowa recognizes that employees may need assistance in stopping the use of tobacco products. The State offers the following information for assistance in the transition process:

QUITLINE IOWA – Quitline Iowa provides free smoking cessation services to all Iowans. Quitline Iowa can provide assistance every step of the way. An expert Quit Coach is available to provide support over the phone and online as you follow a Quitting plan customized to your needs. You may also be eligible for eight weeks of nicotine patches, gum or lozenges. Call 1-800-QUIT-NOW (1-800- 784-8669) or visit [www.quitlineiowa.org](http://www.quitlineiowa.org) for more information.

EMPLOYEE ASSISTANCE PROGRAM – The Employee Assistance Program (EAP) is a confidential program available to all employees and their families. For more information, please see the following link: <https://das.iowa.gov/human-resources/healthy-opportunities/employee-assistance-program>.

IOWA SMOKE FREE AIR WEBSITE – Iowa Department of Public Health’s website, <https://smokefreeair.iowa.gov> is a good resource regarding the Iowa Smokefree Air Act.

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