

**DIRECTIVE NUMBER 300-03-15**

**DATE:** August 14, 2015

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Smoke-free Workplace

1. **Purpose.** The Kansas Department of Labor (KDOL) is committed to providing a smoke-free workplace for all employees.
2. **Policy.** The following policy guidelines shall apply:
  - a. Smoking is prohibited in all KDOL buildings, facilities, agency-owned or rented vehicles, or on any KDOL owned or leased premises in an area that is not designated by the Secretary as a smoking area.
  - b. Smoking is prohibited at all access points to KDOL buildings and facilities.
  - c. The term “access point” means the area within a 10-foot radius outside of any doorway, open window or air intake leading into a building or facility.
  - d. The term “smoking” means possession of a lighted cigarette, cigar, pipe or burning tobacco in any other form or device designed for the use of tobacco.
  - e. The use of electronic smoking devices (also known as electronic cigarettes or “e-cigarettes”) is also prohibited in any place where smoking of tobacco products is prohibited by this directive.
  - f. The term “electronic smoking device” means any electronic product that can be used to simulate smoking in the delivery of nicotine or other substances to the person inhaling from the device, including but not limited to an electronic cigarette, electronic cigar, electronic cigarillo or electronic pipe, and any cartridge or other component of the device or related product.
  - g. This directive applies to all employees, visitors, volunteers, interns, contract workers, delivery personnel, etc., who enter the work setting or environment which includes all facilities and properties of KDOL and any vehicles owned or rented by KDOL.
  - h. Any employee determined to have committed a violation of this directive will be subject to disciplinary action, up to and including termination.
  - i. Any visitors, volunteers, interns, contract workers or delivery personnel determined to have committed a violation of this directive will be subject to immediate removal from KDOL premises.
  - j. Smoking in a public building, facility or other enclosed space in violation of the Kansas Indoor Clean Air Act, K.S.A. 21-6109 through 21-6111, and amendments thereto, is unlawful.

*Signature on file*

Lana Gordon, Secretary of Labor

Expiration Date: Continuous
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