

State Human Resources Policy #E24-100.01

Use of Tobacco and Tobacco Products

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DEFINITIONS

Agency – The South Carolina Military Department/Office of the Adjutant General

POLICY

1. In accordance with The South Carolina Code of Laws, Title 44, Chapter 95 (Clean Indoor Air Act of 1990), Presidential Executive Order 13058, and SCNG Policy, Subject: (SCNG H17-712-P) Tobacco and Electronic Nicotine Delivery System (dated 31 July 2017), the South Carolina Military Department prohibits the use of tobacco and tobacco products in the Agency's buildings, workspaces, vehicles or on Agency's property unless in a designated smoking area.
2. This prohibition includes all forms of tobacco to include smoking and smokeless tobaccos, dip, chewing tobacco, and snuff, as well as the use of e-cigarettes, vaporizers, and all other electronic nicotine delivery systems.
3. All designated smoking areas must be located at least twenty-five (25) feet from doorways and/or air intake units/vents of Agency facilities, and not in the front of the building or in clear public view. The area must be clearly marked with signage, and be equipped with a means for safe disposal of trash and cigarette butts.
4. Department Heads, Program Managers, and supervisors are responsible for ensuring compliance with this policy.
5. Agency employees who violate this policy may be subject to the Agency's Progressive Discipline Policy. Visitors or non-members of the Agency who violate this policy may be asked to leave the premises.