

**NH Department of Health and Human Services  
Tobacco-Free At Work Policy**

**Purpose**

The purpose of this policy is to eliminate all tobacco use during the workday inside and outside on property owned, leased or contracted for use by the New Hampshire Department of Health and Human Services (NH-DHHS) and in state vehicles used for NH-DHHS business.

By establishing a tobacco-free workplace, NH DHHS will promote employee and client health, protect the environment and contribute to a healthier workforce.

**Scope of the Policy**

1. The use of tobacco products (including, but not limited to, cigarettes, e-cigarettes/devices intended to mimic smoking, cigars, pipes, smokeless tobacco, and all other tobacco products) is prohibited during paid work time. Paid work time includes all breaks except for unpaid lunch breaks.
2. The use of tobacco products/electronic cigarettes/devices are prohibited throughout all indoor and outdoor areas of property owned or under the control of NH-DHHS, including parking lots and parking garages owned or under the control of said agency, and in vehicles used by said agency or its employees whenever conducting business in state vehicles.
3. This policy applies to all employees, contractors, volunteers, clients, visitors and others at all NH-DHHS properties.
  - a. Residential clients are restricted to the use of tobacco products in designated smoking areas at their respective facilities.
4. NH-DHHS employees will not use tobacco products and electronic cigarettes/devices while providing services to clients regardless of location.

**Assistance and Communication**

1. NH-DHHS is committed to providing support to all NH-DHHS employees and to employees of other agencies and branches of NH State Government who wish to stop using tobacco products. NH-DHHS is committed to ensuring that NH-DHHS employees have access to several types of assistance, including FDA approved cessation medications and telephone counseling through the NH Tobacco Helpline (Helpline) and the Employee Assistance Program (EAP). Supervisors are encouraged to

refer employees and other NH-DHHS personnel to the Helpline and/or EAP, as appropriate.

2. NH-DHHS will identify the boundaries of its properties, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed. The agency will also utilize printed materials and other communications as needed to educate employees and all other persons using or visiting the property regarding this policy.
3. Tobacco product receptacles will be removed from the properties, including any ash cans near entryways.

### **Accountability**

1. All NH-DHHS employees will communicate this policy with courtesy, respect and diplomacy, and will adhere to standards of respect in the workplace whenever doing so.
2. All NH-DHHS employees, contractors and volunteers will be provided with basic information about the Tobacco Free at Work Policy at initial hire and/or upon request, and periodically thereafter as it is deemed to be necessary, to ensure compliance with the policy.
3. As with all DHHS policies, employees will be accountable for adhering to the Tobacco-Free at Work Policy. Non-cooperation of any employee to abide by this policy will be cause for management/supervisor intervention and may result in corrective or disciplinary action in accordance with the New Hampshire State Personnel Rules.

### **Action**

The New Hampshire Department of Health and Human Services is responsible for ensuring the annual review of this policy.

This policy is effective June 1, 2015.

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Nicholas A. Toumpas, Commissioner

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May 29, 2015

Date Signed