

## Region 4 Workforce Investment Board Non-Smoking and Tobacco Policy

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**PURPOSE:** Declare smoke-free and tobacco-free WorkOne Centers and Express sites.

**REFERENCES:** DWD Policy 2007-29

**BACKGROUND:** Under Indiana code 4-20.5-6-5, all parts of the buildings and grounds of the Indiana Government Center Campus in Indianapolis be designated smoke-free. Indiana's Workforce Investment Boards and Regional Workforce Boards are federally funded and operate government funded programs. As such, the Indiana Department of Workforce Development is extending the smoking restrictions to the WorkOne centers and Express sites throughout the state of Indiana.

**CONTENT:**

Smoking and tobacco products are prohibited in each of our Region's WorkOne Centers and WorkOne Express sites. This prohibition covers the entire property which includes the owned and leased buildings and grounds.

Non-smoking signs and our Smoke-Free policy must be posted in the WorkOne Centers and WorkOne Express sites for the public to see.

The Indiana Department of Workforce Development requests that all employees and visitors voluntarily comply with this smoke-free policy and help maintain a clean, safe, and healthy business environment for the public at its WorkOne Centers and WorkOne Express sites.

Effective July 1, 2008

Revised: July 1, 2011 to reflect WIB status