

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES**

Subject: <b>Employee Smoking/Use of Tobacco</b>	Policy Number: <b>8</b>
Number of pages: <b>1</b>	Section: <b>III</b>
Effective Date: <b>08/16/2011</b>	
Revised: <b>03/26/2013</b>	Approved:  <b>James V. Maccarone</b>

**I. POLICY**

- A. It is the policy of the Mississippi Department of Human Services, Division of Youth Services that all employees refrain from smoking and/or using tobacco products when in the presence of youth or when inside state or county owned or leased building, including any programs or services provided to youth in the care, custody or supervision of MDHS. Signs will be posted in conspicuous places forbidding such activities.
  
- B. It is the policy of the Mississippi State Department of Human Services, Division of Youth Services, and Oakley Youth Development Center, that all employees, youth, visitors, and contractors refrain from smoking and/or using tobacco products on the property of Oakley Youth Development Center and The Dr. Edwards Medical Clinic located at 2375 Oakley Rd, Raymond, MS. OYDC has a commitment to protect the health of its youths, employees, contractors, and visitors.
  
- C. It is the policy of the Mississippi Department of Human Services, Division of Youth Services that all employees refrain from smoking and/ or using tobacco products while in state vehicles.

**II. PROCEDURE**

- A. Any staff found to be in breach of the smoking/use of tobacco policy, will be subject to applicable Disciplinary Actions. Any problems or complaints regarding the smoking/use of tobacco policy should follow the employees' Grievances procedures. These policies will be monitored and reviewed by the facilities management team. Any problems or complaints from youth, visitors, or contractors should be referred to the Campus Administrator.