**APPENDIX Q**

**Judicial Branch**

**Tobacco-Free Workplace Policy**

The use of tobacco products is prohibited within the boundaries of all state workplaces including all buildings, facilities indoor and outdoor spaces and the surrounding grounds owned by the State, with the exception of jurors and alternatives impaneled for trial. Impaneled jurors and alternatives have not come to the court voluntarily and are often not free to leave the premises when they choose. Adherence to the policy for impaneled jurors and alternates might cause disruption to trials and eliminate an entire class of potential jurors. A secured area (non-public, if possible, will be designated for these jurors.

This policy applies to parking lots, walkways, State vehicles and private vehicles parked or operated on State workplace property. This policy does not include public roads or sidewalks.

For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, electronic cigarettes, pipes, bides, hookahs, smokeless, spit tobacco or snuff.

The success of this policy will depend on the courtesy and cooperation both tobacco users and nonusers. Everyone is responsible for respectfully following and helping to enforce the policy.

Violations of this policy may be subject to discipline, up to and including dismissal, based on the standards set forth in the Judicial Branch Personnel Rules and the Merit Rules, collective bargaining agreements, or other applicable laws or policies.