

LINDA LINGLE  
GOVERNOR



EDWARD L. CORREA, JR.  
MAJOR GENERAL  
ADJUTANT GENERAL

CLARENCE M. AGENA  
BRIGADIER GENERAL  
DEPUTY ADJUTANT GENERAL

STATE OF HAWAII  
**DEPARTMENT OF DEFENSE**  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD  
HONOLULU, HAWAII 96816-4495

6 DEC 2002

HIHRO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Smoking in the Workplace

1. The State of Hawaii, Department of Defense, shall maintain a safe, healthy, and positive work environment for all of our employees. To fulfill this directive, I am implementing a revised departmental smoking policy. This revised smoking policy will protect our employees and members of the public visiting our facilities from exposure to tobacco smoke. It is my policy to establish a smoke-free environment; therefore, the smoking of tobacco products is prohibited in all interior space owned, rented, or leased by the State of Hawaii, Department of Defense.
2. In order to comply with the smoking policy, each facility manager will implement and ensure compliance with the following laws, regulations, and directives:
  - (a) Executive Order 13058, "Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace," 9 August 1997.
  - (b) Department of Defense Instructions Number 1010.5, "Smoke-Free DOD Facilities," 2 January 2001.
  - (c) Chapter 328-K, Hawaii Revised Statutes, Act 234 "Smoking in Public Places," 1986, and Act 245, "Smoking in the Workplace," 1986.
3. All indoor smoking shall be prohibited. The Employer shall designate outdoor smoking areas which are: (a) reasonably accessible to employees, and (b) provide a measure of protection from the elements.

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4. Any violation of, or disputes arising under this policy should be reported immediately to the supervisor. Violation of this policy may result in appropriate corrective action, up to and including termination. The Unit shall promptly investigate any dispute(s) arising under this policy and in resolving dispute(s) shall give priority to the health concerns of the employee(s) desiring a smoke-free area.
5. Each employee is protected from retaliatory action or from being subjected to any adverse personnel action for exercising or attempting to exercise his/her rights under the smoking policy. Any employee who feels that he/she has been subject to a retaliatory adverse personnel action for exercising or attempting to exercise any rights under this smoking policy shall inform the chain of command which will promptly investigate the complaint and provide for adequate redress where necessary.
6. This policy directive supercedes the State of Hawaii, Department of Defense, Policy Directive 1987-3, 23 September 1987. Provisions of the existing collective bargaining agreements shall be honored and facility managers or supervisors will confer with shop stewards regarding the implementation of this policy. The policy will be effective immediately and may only be rescinded by the Adjutant General.
7. Any questions regarding the smoking policy should be directed to Colonel Joseph J. Chaves, Human Resource Officer, 733-4118.



EDWARD L. CORREA, JR.  
Major General, HIARNG  
Adjutant General

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