

Model Tobacco-Free Policy

Based on the science-based health hazards of tobacco use and secondhand smoke, as of _____, it shall be our policy to provide a tobacco-free environment for the health of all employees and visitors. This policy covers the use of any tobacco product and applies to both employees and non-employee visitors of our company.

Definition

1. Tobacco use is prohibited within all owned, leased or occupied company buildings. This policy applies to all employees, contractors and visitors.
2. Tobacco use is prohibited in any company vehicle at any time.
3. Tobacco use is prohibited on all property owned, leased or occupied by the company. (Option 1)

"OR"

Tobacco use is permitted only at a reasonable distance (e.g. 50 to 100 feet or more) outside any enclosed area to ensure that secondhand smoke does not enter the area through entrances, windows, ventilation systems or any other means. (Option 2)

4. Supervisors will discuss the issue of tobacco breaks with their staff. They will develop effective solutions that do not interfere with the productivity of staff.

Procedure

1. This policy is being announced three months in advance in order to facilitate a smooth transition.
2. Employees will be informed about this policy through the policy manual, orientation and training, and signs posted at our facilities and in our vehicles.
3. Visitors will be informed about this policy through signs and it will be explained by their host.
4. Our company will assist employees who wish to quit using tobacco by facilitating access to recommended tobacco cessation programs and/or materials.
5. Any violations of this policy will be handled through standard disciplinary procedures.
6. If employees have questions, they can contact our human resources representative.