

Smoking Policies— 100% Smoke Free and Separately Ventilated Areas

Policy	Pros	Cons
SMOKE FREE		
<p>Smoking is not allowed inside any building or company vehicle. Smoking occurs only at designated outdoor smoking locations. Policy can be extended to prohibit smoking on company grounds. Then, employees who smoke will need to refrain from smoking throughout the workday or leave company grounds to smoke.</p>	<ul style="list-style-type: none"> • Complies with all laws and ordinances • Greatly reduces smoke exposure for all employees • Provides best health and safety benefits for employees • May reduce the number of cigarettes smoked by employees; may encourage employees to quit smoking • Decreases maintenance costs • Sends a clear message to employees • Easier to administer and enforce • Low cost to implement 	<ul style="list-style-type: none"> • Requires smokers to modify their behavior • Some costs may be incurred if outside smoking shelters are constructed • Employee smoking directly outside building impacts image • Inconvenience to employees who smoke • If not properly managed, smokers may be disproportionately absent from their workstations.
SEPARATELY VENTILATED AREAS		
<p>Smoking is allowed only in dedicated smoking rooms. The rooms have separate ventilation systems designed to prevent smoke from leaking into other areas of the building.</p>	<ul style="list-style-type: none"> • Complies with most laws and ordinances • Reduces nonsmokers' exposure to smoke • Allows smokers to stay indoors 	<ul style="list-style-type: none"> • May have adverse effects on smokers' health • Building and maintaining separately ventilated lounges is expensive • Requires space • Ventilation systems do not adequately protect nonsmokers from smoke exposure

Source: Centers for Disease Control and Prevention: Office on Smoking and Health, U.S. Department of Health and Human Services, Wellness Councils of America, American Cancer Society. "Making your Workplace Smoke Free: A Decision Maker's Guide". 1996