

Model Smoke Free Policy #1

(Worksite name) is dedicated to providing a healthful, comfortable and productive work environment for our employees, clients and visitors.

The U.S. Surgeon General, in the 1989 report, *Reducing the Consequences of Smoking*, concluded that:

- Secondhand smoke is a cause of disease, including lung cancer, in healthy non-smokers, and
- The simple separation of smokers and non-smokers within the same air space may reduce, but does not eliminate, the exposure of non-smokers to secondhand smoke.

In addition, the U.S. Environmental Protection Agency and the National Cancer Institute concluded that passive smoking causes cancer and heart disease, including approximately 3,000 lung cancer deaths and more than 30,000 heart disease deaths annually among non-smoking adults.

In light of these findings, *(worksite name)* shall be entirely smoke free, effective *(date)*.

Smoking will be strictly prohibited within or immediately outside of company-owned or leased buildings, including offices, hallways, waiting rooms,

restrooms, lunch rooms, elevators, meeting rooms and all community areas, entrances and exits to the buildings. This policy applies to all employees, clients, contractors and visitors.

Breaks will be granted to all employees in accordance with the *(worksite name)* Personnel Policies. Smoking must be confined to these breaks (and the ___ minute lunch break for full time employees) and to the outside, designated smoking area only.

Adoption of this policy is being announced three months in advance of the effective date to allow a smooth transition to a smoke free workplace. Those employees who smoke and would like to take this opportunity to quit smoking are invited to participate in stop-smoking programs/resources offered by this company.

All individuals share in the responsibility for adhering to and enforcing the policy. Any problems should be brought to the attention of the appropriate supervisor and handled through the normal chain of command. Employees who violate this policy will be subject to the same disciplinary actions that accompany infractions of other company rules.

(Signature)

(Date)

Model Smoke Free Policy #2

POLICY

Due to the acknowledged hazards arising from exposure to environmental tobacco smoke, it shall be the policy of *(worksite name)* to provide a smokefree environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of smokeless or “spit” tobacco and applies to both employees and non-employee visitors of *(worksite name)*.

DEFINITION

1. There will be no smoking of tobacco products within the facilities at any time.
 - The decision to provide or not provide designated smoking areas outside the building will be at the discretion of management or other decision-making body.
 - The designated smoking area will be located at least 20 feet from the main entrance.
 - All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.

[For a policy that extends smokefree to include company property, substitute the following: There will be no smoking of tobacco products within the facilities or on the property of *(worksite name)* at any time.]

2. There will be no smoking in any *(worksite name)* vehicle.
 - There will be no smoking in *(worksite name)* vehicles at any time.
 - There will be no tobacco use in personal vehicles when transporting persons on *(worksite name)*-authorized business.
3. Breaks
Supervisors will discuss the issue of smoking breaks with their staff. Together they will develop effective solutions that do not interfere with the productivity of the staff.

PROCEDURE

1. Employees will be informed of this policy through signs posted in *(worksite name)* facilities and vehicles, the policy manual, and orientation and training provided by their supervisors.
2. Visitors will be informed of this policy through signs, and it will be explained by their host.
3. The *(worksite name)* will assist employees who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.
4. Any violations of this policy will be handled through the standard disciplinary procedure.