

# Sample Tobacco-free Workplace Policy

A tobacco-free environment helps create a safe and healthy workplace. Smoking and secondhand smoke are known to cause serious lung diseases, heart disease and cancer. [EMPLOYER] recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke. Our policy to provide a tobacco-free environment for all employees and visitors was established to keep a safe and healthy workplace environment. This policy covers the smoking of any tobacco product and the use of oral tobacco products, “spit” tobacco and e-cigarettes, and it applies to both employees and non-employee visitors of [EMPLOYER].

## Policies

### **OPTION 1 – COMPLETE TOBACCO-FREE POLICY**

No use of tobacco products including cigarettes and “spit tobacco” or e-cigarettes is permitted within the facilities or on the property of [EMPLOYER] at any time.

### **OPTON 2 – TOBACCO-FREE IN DESIGNATED OUTDOOR AREAS ONLY POLICY**

No use of tobacco products including cigarettes, e-cigarettes and “spit tobacco” will be allowed within the facilities of [EMPLOYER] at any time.

Smoking or tobacco use shall be permitted only in designated smoking areas located at least 25 feet outside the building entrance, operable windows, and ventilation systems of enclosed areas to prevent tobacco smoke from entering those areas. All materials used for smoking in designated smoking areas, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers.

## Procedure

1. Employees will be informed of the [EMPLOYER] Tobacco-free Policy through signs posted throughout properties owned and operated by [EMPLOYER], including company owned vehicles.
2. Visitors will be informed of the [EMPLOYER] Tobacco-free Policy by their hosts, the meeting invite, email correspondences and signs posted throughout the properties owned and operated by [ORGANIZATION NAME].
3. The [EMPLOYER] will help employees who want to quit smoking by helping them access recommended smoking cessation programs and materials. (Visit [www.lung.org/stop-smoking](http://www.lung.org/stop-smoking) for more information.)
4. Any violations of this policy will be handled through the standard disciplinary procedure.

[INSERT SIGNATURE]

\_\_\_\_\_  
SIGNATURE CEO or PRESIDENT

[INSERT DATE]

\_\_\_\_\_  
DATE

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