

# A model tobacco-free policy

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of \_\_\_\_\_, effective [DATE], to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or “spit” tobacco, and it applies to both employees and non-employee visitors of \_\_\_\_\_.

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## Definition

1. No use of tobacco products will be allowed within the facilities of \_\_\_\_\_ at any time.

The decision to 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. (Some companies may want to establish a larger smoke-free zone, choose a different location for smoking, or have no smoking on their property.)

All materials used for smoking in this area, 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 tobacco free to include all of the company property, substitute the following: No use of tobacco products is permitted within the facilities or on the property of \_\_\_\_\_ at any time.)

2. No tobacco use in any company vehicle.

There will be no use of any form of tobacco in \_\_\_\_\_ vehicles at any time.

There will be no tobacco use in personal vehicles when transporting people on \_\_\_\_\_ authorized business.

3. Breaks

Supervisors will discuss the issue of taking breaks with their staff, both smokers and non-smokers. Together they will develop effective solutions that do not interfere with the productivity of the staff.

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## Procedure

1. Employees will be informed of this policy through signs posted in \_\_\_\_\_ facilities and vehicles, newsletters, inserts in pay envelopes, the policy manual, e-mail, and/or orientation and training provided by their supervisors.
2. Visitors will be informed of this policy through signs, and it will be explained by their hosts.
3. The \_\_\_\_\_ will help employees who want to quit tobacco by helping them access recommended cessation programs and materials.
4. Any violations of this policy will be handled through the standard disciplinary procedure.