

**TABLE 3-2. MODEL SMOKEFREE POLICY**

**Policy**

Due to the acknowledged hazards arising from exposure to environmental tobacco smoke, it shall be the policy of \_\_\_\_\_ 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 nonemployee visitors of \_\_\_\_\_.

**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 \_\_\_\_\_ at any time.]

2. There will be no smoking in any \_\_\_\_\_ vehicle.

There will be no smoking in \_\_\_\_\_ vehicles at any time.

There will be no tobacco use in personal vehicles when transporting persons on \_\_\_\_\_ - 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 \_\_\_\_\_ 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 \_\_\_\_\_ 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.