

SAMPLE TOBACCO-FREE POLICY

Purpose

To protect the health, safety, and comfort of clients, employees, customers, and visitors of [ORGANIZATION NAME].

Smoking is a leading cause of preventable death in the United States. Smoking and secondhand smoke are known causes of lung disease, heart disease, and cancer. [ORGANIZATION NAME] recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke.

This policy covers the smoking of any tobacco product, including smokeless tobacco products and electronic cigarettes (regardless of tobacco content), and it applies to both employees and non-employee visitors of [ORGANIZATION NAME].

Policy

No use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, is permitted within the facilities or on the property of [ORGANIZATION NAME] at any time.

“Property” means the organization’s facilities “curb to curb,” including offices, grounds, adjacent sidewalks, parking lots/ramps, company owned vehicles, and employee vehicles parked on owned and leased property.

Procedure

1. Staff, visitors, and clients will be informed of the [ORGANIZATION NAME] tobacco-free policy through signs posted throughout properties owned and operated by [ORGANIZATION NAME].
2. The [ORGANIZATION NAME] will assist employees who want to quit smoking by helping them access smoking cessation programs and materials.
3. Any client or visitor observed using tobacco or electronic cigarettes on owned or leased premises will be asked to discontinue in a tactful manner.
4. Any employee violations of this policy will be handled through the standard disciplinary procedure.

SIGNATURE, CEO or PRESIDENT

DATE