

SAMPLE E-CIGARETTE FREE POLICY

Purpose

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

E-cigarettes pose health risks and contain detectable levels of carcinogens and toxic chemicals. These chemicals are also present in secondhand emissions. E-cigarettes are not a safe alternative to smoking, and there is no scientific evidence that they help smokers quit.

Policy

This e-cigarette policy prohibits the use of electronic nicotine delivery systems (also known as e-cigarettes, e-cigars, e-hookahs, and e-pipes) anywhere that tobacco smoking is prohibited.

No vaping is permitted within the facilities of [ORGANIZATION NAME] at any time. This includes, but is not limited to, common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer-owned or leased vehicles, and all other enclosed facilities.

This policy is effective immediately.

Definition:

Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices.

Procedure

1. Staff, visitors, and clients will be informed of the [ORGANIZATION NAME] e-cigarette-free policy through signs posted throughout properties owned and operated by [ORGANIZATION NAME].
2. The [ORGANIZATION NAME] will assist employees or visitors who want to quit vaping by helping them access smoking cessation programs and materials.
3. Any client or visitor observed using e-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