

Model Policy for Campus-wide Smoking Restriction: *

Policy

Due to the acknowledged hazards arising from exposure to environmental tobacco smoke or secondhand smoke, it shall be the policy of [Company] 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 non-employee visitors of [Company].

Definition

1. There will be no smoking of tobacco products within any company owned facility, or on the grounds of any company owned property at any time including in private cars.
2. There will be no smoking in any company owned vehicle at any time.

There will be no smoking in personal vehicles when transporting persons on company-authorized business.

3. Breaks

Supervisors will discuss the issue of smoking breaks with the 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 company 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 company will assist employees who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.
4. Any violation of this policy will be handled through the standard disciplinary procedure.

* If smokeless or "spit" tobacco will be included in the policy, other sections of this policy will need to be adjusted to accommodate this inclusion.