

Tobacco/Smoking Policy

It is the policy of XXX to provide an environment free of tobacco use. Individuals covered by this policy include, but are not limited to: employees, volunteers, visitors, interns, students, and contractors. This policy exists as one of many methods for XXXX to promote and encourage healthy lifestyles throughout our community and includes but is not limited to the following:

- Use of tobacco products while on XXXX property is prohibited.
- Tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, electronic cigarettes, and pipe smoking.
- All employees are expected to honor the tobacco-free environment and educate others about XXXX tobacco free environment.
- All employees smoking off XXXX premises are expected to wear an outer article of clothing (i.e. jacket, coat, sweater, sweatshirt) that can be removed (to decrease the smoke odor) prior to returning to work.
- Non-compliance with smoking/using tobacco on XXXX premises will be subject to disciplinary action.
- When employees leave XXXX premises to smoke/use tobacco, that time is not counted as work time. No “smoke breaks” are to be taken on company time.