

TOBACCO-FREE WORKSITES -MODEL POLICY

PURPOSE

[Employer] is dedicated to providing a healthy and productive work environment for our employees, customers, and visitors. Tobacco use is a major cause of preventable disease and death.

POLICY

Employees, customers, and visitors cannot use tobacco (cigarettes, cigars, chewing tobacco, snuff, pipes, electronic cigarettes, etc.) during work time in any of the following locations:

- All buildings owned or leased
- On company grounds
- Parking lots, including private vehicles parked in the lots
- Company vehicles
- Immediate adjacent city sidewalks surrounding the buildings

COMMUNICATION

This policy will be communicated to all employees, customers and visitors with appropriate signs at vehicle and pedestrian entrances. Each building owned or leased will display a decal that communicates this is a Tobacco-Free Worksite. Employees will receive additional communications via e-mail, flyers, and other communications. No smoking receptacles and shelters will be provided on company grounds.

ENFORCEMENT

Responsibility of employees

It is the responsibility for all employees, customers and visitors to be in compliance with the tobacco-free policy. Violations for employees will be handled in the same manner as violations of any other human resources policy. Employees who do not conform to this policy may be subject to disciplinary action and will be reported to their supervisor.

Responsibility of supervisors

This policy will be enforced through administrative action by supervisors and managers. In general, supervisors are responsible for ensuring that employees under their direction are aware of the policy and comply with it and for taking appropriate action to correct noncompliance. Supervisors are responsible for ensuring that all employees are notified of the new policy and receive a copy of the policy.

Responsibility of all

Any person who observes violations of the policy may report these violations to the supervisor of the employee in question. Once the employee's supervisor has been notified of a violation, or if the

supervisor directly observes a violation by an employee under their direction, the supervisor is responsible for discussing the violation with the employee and taking appropriate disciplinary action.

TOBACCO CESSATION

Employees who have [healthplan] insurance may call [enter phone number] for information regarding the availability of tobacco cessation programs. Employees, who do not have insurance, may contact [alternative vendor]. All employees may review the stop-smoking resources information on our intranet site under [For Employees/Quit Smoking Help].

The policy shall come into effect on [DATE] and be reviewed on [DATE] by [NAME].