



Tobacco-Free Workplace Policy Samples

tobacco
free

Policy Sample #1

Due to known and substantial hazards resulting from exposure to tobacco smoke, along with unknown health effects of electronic nicotine delivery systems ('ENDS')(i.e. e-cigarettes with or without nicotine), it shall be the policy of (company name) to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking and chewing of any tobacco product or any ENDS. It applies to both employees and visitors.

Definition

1. There will be no smoking or chewing of tobacco products or ENDS within the facilities or on the property of (company name) at any time.
2. There will no smoking or chewing of tobacco or ENDS in company vehicles at any time.
3. There will be no smoking or chewing of tobacco or ENDS at any off-property company-sponsored meetings or events.

Breaks

Supervisors will discuss the issue of tobacco breaks with their staff. Together they will develop effective solutions that do not interfere with the productivity of employees.

Procedure

1. Employees will be informed of this policy through signs posted in company facilities and vehicles, the policy manual, 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 using tobacco by facilitating access to recommended tobacco cessation programs and materials.
4. Any violations of this policy will be handled through the standard disciplinary procedure.

Source: Adapted from [Make it Your Business: Strategies for A Tobacco-Free Workplace in Wisconsin](#)



Policy Sample #2

(Date)

(Company name) is dedicated to providing a healthy, comfortable and productive work environment for our employees.

(Company name) shall be entirely tobacco-free effective (date).

All forms of tobacco use and electronic nicotine delivery systems ('ENDS') (i.e. e-cigarettes with or without nicotine) will be strictly prohibited within company buildings, including, but not limited to offices, hallways, waiting rooms, restrooms, lunch rooms, elevators, meeting rooms and all community work areas. This policy applies to all employees, clients, contractors and visitors.

Additionally, tobacco use and electronic nicotine delivery systems shall be prohibited within 25 feet of all building entrances, windows and ventilation systems. To discourage smoking around doorways, all smoking trash receptacles will be placed beyond the 25-foot limit.

All company vehicles will also be designated tobacco-free, including rental cars used for company business.

Copies of this policy shall be distributed to all employees. Signs shall be posted at all building entrances.

This policy is being announced three months in advance in order to facilitate a smooth transition. Those employees and their family members who smoke or use other forms of tobacco and would like to take this opportunity to quit are invited to participate in the cessation program being offered by this company. Contact (insert name) for more information.

Signature of CEO or President

Date

Source: Adapted from [Make it Your Business: Strategies for A Tobacco-Free Workplace in Wisconsin](#)



Policy Sample #3 - Designated Smoking Areas

Due to known and substantial hazards resulting from exposure to tobacco smoke, along with unknown health effects of electronic nicotine delivery systems ('ENDS') (i.e. e-cigarettes with or without nicotine) it shall be the policy of (company name) to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking and chewing of any tobacco product or ENDS. This policy applies to all employees, contractors and visitors.

Definition

1. There will be no smoking or chewing of tobacco products or ENDS within the facilities or on the property of (company name) at any time except in designated smoking areas.
2. There will no smoking or chewing of tobacco or ENDS in company vehicles at any time.
3. There will be no smoking or chewing of tobacco or ENDS at any off—property company—sponsored meetings or events.

Designated smoking areas

Smoking or chewing of tobacco will only be allowed in outside designated areas that are located at least 25 feet from any public entrances.

Outside designated smoking areas at this worksite are identified as:

- (Location of outside designated area)
- (Location of outside designated area)

If the smoking area is not properly maintained (i.e. if cigarette butts or matches are found on the ground) it can be eliminated.

Breaks

Supervisors will discuss the issue of tobacco breaks with their staff. Together they will develop effective solutions that do not interfere with the productivity of employees.

Procedure

1. Employees will be informed of this policy through signs posted in company facilities and vehicles, the policy manual, 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 using tobacco by facilitating access to recommended tobacco cessation programs and materials.
4. Any violations of this policy will be handled through the standard disciplinary procedure.

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