

## **Model Policy for Indoor Restriction Only: \***

### **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 the facility at any time.

The decision to provide or not provide designated smoking areas outside the building will be at the discretion of management or other decision-making body.

The designated smoking area will be located at least 10 feet from the main entrance.

All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.

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.

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\* 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.