

## **Sample**

# **Tobacco-Free Workplace Policy**

*This sample policy serves as one example of the type of tobacco-free workplace policy that meets the requirements of the CEO Cancer Gold Standard.*

### **Purpose:**

[Organization name] is committed to providing a safe and healthy workplace and promoting the health and well-being of its employees. The personal health hazards related to all tobacco products, which include but are not limited to, smoking (e.g. cigarettes, pipes, cigars, etc.) and/or using smokeless tobacco (e.g. snuff, chew, etc.) have been well documented. The health hazards related to smoking impact both the smoker and the non-smoker who is exposed to second-hand smoke. We care about the health of each and every employee, and it is our intent to provide all employees with a work environment conducive to good health.

### **Policy:**

All U.S. facilities and grounds, owned, leased or operated by [organization name] and all company-owned or company-leased vehicles are designated as tobacco-free areas. The use of tobacco is prohibited on company property at all times, including entryways to our buildings, parking lots, and in employee owned or leased vehicles. There will be no designated smoking areas, since no level of tobacco use is considered to be safe.

As an employee of [organization name] you are prohibited from using tobacco in building-designated smoking areas, if any, in leased facilities.

*Tobacco-cessation support will be provided to all employees (and their dependents who are covered under our health benefit plans) who wish to quit the use of tobacco.*

### **Scope of Coverage:**

- A. This policy applies to the following individuals at all times while on company property, even in leased facilities where employees of other employers may be permitted to use tobacco:
  - Regular employees, whether fulltime or part-time
  - Temporary workers, contractors, consultants, interns
  - Visitors
- B. This policy will be clearly communicated to all full and part-employees (including temporary workers, contractors, etc.), prospective employees and visitors to our sites.

## Consequences:

- An initial violation of this tobacco-free workplace policy *by an employee* will result in a reminder of our policy and an offer of tobacco-cessation support. Subsequent violations will be addressed through disciplinary action as deemed appropriate by the individual's supervisor in accordance with company practices concerning violations of any policy.
- An initial violation of the policy *by temporary workers, contractors, consultants or visitors* will result in a reminder of our tobacco-free rule. Subsequent violations will be addressed through formal disciplinary action.

In both cases, policy violations that adversely impact workplace safety may result in immediate action. Our concern, first and foremost, is for the health of all of our workers (our own employees as well as any of our temporary workers) and visitors to our sites.

We prohibit the use of tobacco because it is the number one cause of cancer and the number one cause of preventable death throughout the world. We care about your health.

2009