

Model Tobacco Free Workplace Policy

Date

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

Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution, and that breathing secondhand smoke is a cause of disease in healthy nonsmokers, including heart disease, stroke, respiratory disease, and lung cancer. The National Cancer Institute determined in 1999 that secondhand smoke is responsible for the early deaths of up to 65,000 Americans each year.

Employees who work in businesses without a tobacco free policy suffer a 25-50% higher risk of heart attack and higher rates of death from cardiovascular disease and cancer, as well as increased acute respiratory disease and measurable decrease in lung function.

Smoke-filled workplaces result in higher worker absenteeism due to respiratory disease, lower productivity, higher cleaning and maintenance costs, increased health insurance rates, and increased liability claims for diseases related to exposure to secondhand smoke.

In light of these findings, _____ (insert company name) shall be entirely tobacco free effective [date] and adopt the following workplace policy:

Smoking or the use of any tobacco products shall not be permitted in any company facility. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles, and all other facilities. This policy applies to all employees, clients, and visitors. Furthermore, tobacco use shall not be permitted on any company grounds, including outdoor areas.

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

This policy is being announced one month in advance in order to give all employees time to adapt to its restrictions and to facilitate a smooth transition to a tobacco free environment. Those employees who currently use tobacco products and would like to take this opportunity to quit are invited to pursue the cessation options being offered in the community by calling the Washoe County District Health Department at 328-2442.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of all employees, clients, contractors, and visitors. All employees share in the responsibility for adhering to and enforcing this policy.

Signature of President/CEO