

EXAMPLE - Tobacco-Free Workplace Policy

Fill in your agency/company name in each blank line. Check the highlighted words on p. 2 to customize according to your protocol.

According to the World Health Organization, there is no risk-free level of exposure to secondhand smoke. _____ recognizes that a tobacco-free environment contributes to a safe and healthy workplace. Therefore, it is the policy of _____ to provide a tobacco-free environment at all of its facilities.

_____ understands that tobacco is a legal product, and as such, _____ may not discriminate against employees who use tobacco outside of employment. _____ will support employee efforts to become tobacco-free.

This policy shall cover the use of any tobacco or marijuana product, as defined below, and applies to _____ employees, clients, guests, and other building occupants where applicable.

Tobacco or Marijuana Use and Products

Use means lighting, chewing, smoking, inhaling, ingesting or application of any tobacco or marijuana product.

A tobacco product is any product which contains nicotine, tobacco or is derived from tobacco, and is intended to be ingested, inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, dissolvables, snuff, and chewing tobacco. This includes any Electronic Smoking Devices (e.g. e-cigs) that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, vaporizer, hookah, cigar, cigarillo or pipe.

A tobacco product does not include any product that has been approved and regulated by the appropriate federal agency as a tobacco use cessation product or prescribed by a physician.

Workplace and Buildings

In compliance with Colorado State Law, the use of tobacco or marijuana products shall be prohibited within any _____ facility at all times.

- “No vaping, tobacco or marijuana product use at any time ” signs shall be posted at entrances and walkways
- The use of tobacco or marijuana products will not be allowed within 25 feet of all _____ facility entrances, windows, vents and doorways
- The use of tobacco or marijuana products will not be allowed within 25 feet of walkways to protect individuals from exposure to secondhand smoke, and to ensure pedestrian safety

The use of tobacco or marijuana products is prohibited in any location that will allow smoke to circulate back into the building. The decision to provide designated areas outside the building shall be at the discretion of _____ leadership and/or building management.

Vehicles

- The use of tobacco or marijuana products shall be prohibited in any company vehicle

- The use of tobacco or marijuana products shall be prohibited in personal vehicles when transporting other people on _____ authorized business

Procedure

_____ employees shall be informed of this policy through email communication and by inclusion in the Employment Guidelines Handbook. In cases where _____ is not the sole occupant of a building, _____ will coordinate/negotiate this with the property manager of said building. This may be a consideration during lease negotiations / renewals. Visiting clients and guests shall be informed by signs posted throughout _____ facilities and by their hosts.

_____ is committed to creating a culture of wellness at the workplace by supporting the efforts of employees and their families to embrace a healthy lifestyle, including tobacco cessation. The **Office of Human Resources** is available to discuss resources with employees, including health coverage, and community cessation options which may be of assistance. Employees interested in tobacco cessation are also encouraged to communicate with their health care provider to determine the most appropriate cessation method.

The success of this policy will depend on the courtesy and the cooperation of both tobacco users and non-users. Signage posted at each office will clearly convey the policy to the public. Everyone is responsible for following and helping to enforce the policy. Problems should be brought to the attention of the **Office Director** at each office site.