

Smoke-Free Workplace - Sample Policy

Sample Workplace Policy Template

Disclaimer: This is a sample policy and can be adapted for your workplace needs. Suggestions are given about what to include. However, items can be added or removed to suit your workplace.

Policy: **Smoke-Free Workplace**

Policy #

Approved by:

Effective:

Revised:

PURPOSE: [Company name] wants to provide a healthy and safe environment for all employees, clients, volunteers and visitors. [Company name] recognizes the risks associated with second-hand smoke and wishes to protect its employees, client, volunteers and visitors from these risks.

POLICY STATEMENT: "Smoking" is defined as the inhaling, exhaling, burning or carrying of any lighted cigar, cigarette, pipe or other lighted smoking equipment.

Smoking is prohibited within [X] metres of all company owned building entrances.

Smoking is not permitted anywhere on company property, including in company vehicles.

There will be no ashtray receptacles on company property. Littering of cigarette butts and other smoking-related litter is also prohibited.

SCOPE: This policy applies to all [Company name] employees, clients, contractors, students, volunteers and visitors, at all times.

PROCEDURE:

- This policy will take effect beginning [date].
- Bilingual no smoking signs will be posted and visible at every building entrance and in every company vehicle.
- [Company name] will notify all current employees, clients, contractors, students and visitors of this policy.
- Efforts will be made by [Company name] personnel to notify any person visiting [Company name] property of this policy.

CONTRAVENTIONS: Non-compliance of this policy will be brought to the attention of the appropriate supervisor or manager for further action.

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