**A model policy**

Because we recognize the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of \_\_\_\_\_\_\_\_\_\_\_\_, effective [DATE], to provide a tobacco-free environment for all employees and visitors. This policy covers tobacco products of all types, including smoked tobacco products, oral tobacco products (such as smokeless, “spit”, pouched or dissolvable tobacco), and electronic cigarettes. This policyt applies to both employees and non-employee visitors of \_\_\_\_\_\_\_\_\_\_\_\_.

**Definition**

1. No use of tobacco products will be allowed within the facilities or anywhere else on the property of \_\_\_\_\_\_\_\_\_\_\_\_ at any time.

2. No tobacco use in any company vehicle.

There will be no use of any form of tobacco in \_\_\_\_\_\_\_\_\_\_ vehicles at any time.

There will be no use of any form of tobacco in any vehicle (including those privately owned) while on company grounds.

There will be no tobacco use in personal vehicles when transporting people on \_\_\_\_\_\_\_\_\_\_\_\_\_ authorized business.

3. Breaks

Supervisors will discuss the issue of taking breaks with their staff, both smokers and non-smokers. Together they will develop effective solutions that do not interfere with the productivity of the staff, or violate appearance and dress codes, or detract from the company’s public image. Specific definitions of these standards are entirely up to representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company nanme).

**Procedure**

1. Employees will be informed of this policy through signs posted in \_\_\_\_\_\_\_\_\_\_\_\_\_ facilities and vehicles, newsletters, inserts in pay envelopes, the policy manual, e-mail, and/or orientation and training provided by their supervisors.

2. Visitors will be informed of this policy through signs, and it will be explained by their hosts.

3. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_will help employees who want to quit tobacco by helping them access recommended cessation programs and materials.

4. Any violations of this policy will be handled through the standard disciplinary procedure.

REGARDING ELECTRONIC CIGARETTES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company) allows the use of nicotine-containing tobacco cessation aids on its property if such have received Food and Drug Administration (FD) approval for treatment of tobacco addiction. While this includes certain FDA-approved nicotine patches, gum, lozenges, and inhalers, it DOES NOT include electronic cigarettes, vaporizers, or “hookahs.” No manufacturer of these devices has to date sought FDA approval as a drug delivery device, and in fact some have successfully argued in court AGAINST FDA classification as such. Per these manufacturers, since the nicotine these products contain comes from tobacco plants, they consider them tobacco products. Therefore \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company) applies the above tobacco restriction policy to these devices. Further, \_\_\_\_\_\_\_\_\_\_\_ (company) does not allow the use of electronic devices or vaporizers on its property regardless of the type of solution used (nicotine-containing or otherwise), since this would present a significant obstacle to the enforcement and uniform application of this important health and safety policy.

(Modified from American Cancer Society

<http://www.cancer.org/healthy/stayawayfromtobacco/smoke-freecommunities/createasmoke-freeworkplace/smoking-in-the-workplace-a-model-policy>

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