

# MAKE A DIFFERENCE

## Sample 1: Tobacco-Free Policy

### **POLICY**

In accordance with the Nebraska Clean Indoor Air Act or the Lincoln Smoking Regulation Act, it shall be the policy of (company name) to provide a tobacco-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of spit tobacco and applies to both employees and visitors.

### **Definition**

1. There will be no smoking or chewing of tobacco products within the facilities or on the property of (company name) at any time.
2. There will no smoking or chewing of tobacco in company vehicles at any time.
3. There will be no smoking or chewing of tobacco at any off-property company-sponsored meeting or event.

### **For companies that choose to provide outside smoking areas:**

The decision to provide or not provide designated smoking areas outside the building will be at the discretion of management. If the smoking area is not properly maintained (for example, if cigarette butts or matches are found on the ground), it can be eliminated. Any areas that are designated as smoking areas will be located at least 25 feet from the main entrance.

### **Breaks**

Supervisors will discuss the issue of tobacco breaks with their staff. Together they will develop effective solutions that do not interfere with the productivity of employees.

### **Procedure**

1. Employees will be informed of this policy through signs posted in company facilities and vehicles, the policy manual, and orientation and training provided by their supervisors.
2. Visitors will be informed of this policy through signs, and it will be explained by their host.
3. The company will assist employees who wish to quit using tobacco by facilitating access to recommended tobacco cessation programs and materials.
4. Any violations of this policy will be handled through the standard disciplinary procedure.



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## Sample 2: Tobacco-Free Policy

**(Date)**

**(Company name)** is dedicated to providing a healthy, comfortable, and productive work environment for our employees.

**(Company name)** shall be entirely tobacco-free effective **(date)**.

All forms of tobacco use will be strictly prohibited within company buildings including but not limited to offices, hallways, waiting rooms, restrooms, lunch rooms, elevators, meeting rooms, and all community work areas. This policy applies to all employees, clients, contractors, and visitors.

Additionally, tobacco use shall be prohibited within 25 feet of all building entrances, windows, and ventilation systems. To discourage smoking around doorways, all smoking trash receptacles will be placed beyond the 25 foot limit.

All company vehicles will also be designated tobacco-free, including rental cars used for company business.

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

This policy is being announced 9 months in advance in order to facilitate a smooth transition. Those employees and their family members who smoke or use other forms of tobacco and would like to take this opportunity to quit are invited to participate in the cessation program being offered by this company. Contact (insert name) for more information.

\_\_\_\_\_  
*Signature of CEO or President*

\_\_\_\_\_  
*Date*



# MAKE A DIFFERENCE

## Sample 3: Tobacco-Free Campus Policy

The following is an example of steps to a tobacco-free work campus policy:

### **Company X**

### **Tobacco-Free Work Environment Policy**

#### **Objective**

Company X is committed to providing a safe and productive work environment for the welfare of their employees. To assist in achieving this goal, Company X has established a tobacco-free work environment.

#### **Policy Statement**

It is the policy of Company X that all work environments will be tobacco-free.

#### **Scope**

This policy applies to all work locations and to all employees, customers, contractors, agents, vendors, guests, or other individuals present in Company X work environment.

#### **Exceptions**

None

#### **Definitions**

Work Environment - This includes any property owned, leased, or rented by Company X, its buildings, offices, parking lots, walkways, sidewalks surrounding these areas, meeting facilities used for off-premises meetings, and any Company X vehicle.

Tobacco-free - This means the use of any tobacco product, in any Company X work environment, is prohibited.

#### **Procedures**

##### **Assigned to:**

##### **Human Resources**

##### **Procedures:**

1. Communicate this policy to all current and future employees.
2. Communicate this policy to all employment candidates during the recruiting process.
3. Provide smoking cessation programs and support prior to the effective date of this policy.
4. Ensure consistent application of disciplinary action in accordance with this policy.



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## Sample 3: Tobacco-Free Campus Policy (Cont.)

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| <b>Procedures Assigned to:<br/>Employees</b> | <b>Procedures:</b> <ol style="list-style-type: none"><li>1. Will read and acknowledge receipt of this policy.</li><li>2. While in Company X work environment, will not:<ol style="list-style-type: none"><li>a. Smoke or use chewing tobacco in Company buildings, offices, vehicles, parking lots, or walkways.</li><li>b. Smoke or use chewing tobacco on the sidewalks surrounding Company X buildings or offices.</li><li>c. Leave the campus or office to smoke or use chewing tobacco while on Company paid time. This includes paid breaks but not regularly scheduled lunch breaks.</li></ol></li><li>3. Report suspected violations of this policy to their direct supervisor or manager.</li></ol> |
| <b>Officers, Managers &amp; Supervisors</b>  | <ol style="list-style-type: none"><li>1. Be accountable for enforcing this policy. As such, they will immediately report suspected violations to their manager and Human Resources.</li><li>2. Work with Human Resources to determine and apply the appropriate disciplinary action as follows:<ol style="list-style-type: none"><li>a. First offense. Issue a verbal warning and referral to a tobacco cessation class.</li><li>b. Second offense. The employee will be issued a written warning.</li><li>c. Third offense. The employee will be placed on probation.</li><li>d. Fourth offense. The employee will be terminated.</li></ol></li></ol>   |
| <b>Other</b>                                 | <ol style="list-style-type: none"><li>1. Outside groups wishing to use facilities owned, leased, or rented by Company X must be notified of this policy and agree to its provisions.</li></ol>   |

