

[insert effective date]

[NAME OF COMPANY]

## SMOKE-FREE WORKPLACE POLICY

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**Purpose:**

Due to the health concerns arising from exposure to tobacco smoke and with respect to the \_\_\_\_\_ (your applicable legislation here), \_\_\_\_\_ (company name here) has instituted this policy to provide a smoke-free environment for all employees and visitors.

**Scope:**

This policy covers the smoking of any tobacco product and the use of smokeless (or spit) tobacco.

Smoking will not be allowed within the building at any time. Smoking will be allowed in designated smoking areas outside the building and during specified break periods only.

All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers as provided.

**There will be no smoking in company vehicles at any time.**

**THIS IS A 1-PAGE POLICY. THE FOREGOING IS A PARTIAL PREVIEW.**