

Model and Sample Policies:

Model Business Tobacco Free Policy

Purpose

This policy has been established to protect and promote the health and well-being of employees and visitors. Tobacco use is the single largest cause of preventable, premature death in the U.S. [Organization name] has an obligation to its employees and the public to take action known to protect peoples' health. The use of tobacco products by employees or visitors compromises the mission of [organization name] providing a safe and healthy place to conduct business. The policy set forth below is effective [date] for [organization name and location].

Tobacco-Free Areas

All areas of the workplace and property are now tobacco-free, without exception. This pertains to any tobacco product including the use of smokeless or "spit" tobacco and applies to both employees and non-employee visitors of our organization. This includes the building and grounds, parking lots, and [organization name] – owned vehicles at all times, and any vehicles on the property.

Sign Requirements

Signs stating the policy will be clearly posted on the perimeter of the property, at all entrances, and other prominent places. No ashtrays or other collection receptacles for tobacco trash will be placed on the property.

Compliance

Enforcement of this policy is the shared responsibility of all [organization name and location] personnel. All employees are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy, especially with regard to visitors. If difficulties arise with compliance of this policy, notify security.

Incidents of smoking and/or tobacco use by employees are to be documented for supervisor follow-up, as well as evaluated for trends and patterns of noncompliance.

Tobacco Cessation Opportunities

[Company name] encourages all employees who use tobacco to quit. The [insert the company department or worksite wellness program] offers [insert cessation benefits/assistance] for employees who want to quit smoking or chewing tobacco.

Tobacco cessation information is also available from the South Dakota QuitLine's toll-free number 1-866-737-8487, or by visiting the Tobacco Control Program's website at:

<http://doh.sd.gov/tobacco>

Questions

Any questions regarding the tobacco-free policy should be directed to [company department/union representative, including phone number(s) for handling inquiries]