



## Worksite WellSpot Smoke-Free Policy Sample

In order to meet the worksite nonsmoking policy criteria, the policy must include these elements:

- Provides rationale for nonsmoking policy
- Prohibits smoking on company premises (all facilities owned, leased, or rented by the company, including parking lots)
- Does not include designated smoking areas
- Defines smoking to include cigarettes, cigars, pipes or rolling tobacco, tobacco substitutes (e.g. clove cigarettes), or any type of electronic smoking device (e-cigarettes).
- Includes smoking devices (e-cigarettes)
- Requires referrals to tobacco cessation resources
- Requires enforcement for staff violations
- Prohibits smoking in company vehicles (if applicable)



## Rationale

{Company's name} recognizes the hazards caused by second-hand smoke exposure and on the health of our citizens; we shall implement the following policy to provide a smoke-free environment for all employees and visitors on any property owned, leased, or operated by {Company's name}.

## Policy

Smoking is prohibited on all property owned, leased\*, or operated by {Company's name}, including parking lots. This policy covers any vehicles owned or leased by {Company's name} and is inclusive of the interior and exterior of the vehicle. The policy is applicable to all employees on {Company's name} property whether they are employees of {Company's name} or other agencies, visitors, volunteers, vendors, and contractors. The policy applies the smoking of cigarettes, cigars, pipe tobacco, electronic smoking devices (i.e., e-cigarettes, vapors), or the use of any other oral smoking device for the purpose of circumventing the prohibition of smoking.

**\*\*For property leased by this organization: smoking is prohibited within 25ft of the property entrance\*\***

## Definitions

*[In this section define smoking, electronic smoking devices, property, and any other definition that would require defining within your policy]*

**Smoking** is defined as: inhaling, exhaling, burning, carrying or possessing any lighted or heated tobacco product, including cigarettes, cigars, pipe tobacco, hookah, and other lighted or heated combustible plant material.\* Smoking also includes the use of electronic smoking devices.

\*Please note: this definition goes beyond state law L.A. RS 40:1300.251 et seq; "Louisiana Smoke-free Air Act"

**Electronic Smoking Device** is defined as any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the produce the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, vape pen, nicotine inhaler, or under any other product name or descriptor.<sup>1</sup>

## Accountability<sup>2</sup>

### Employee

Shared responsibility of the {Company Name} employees to enforce the smoke-free environment by encouraging colleagues, visitors, and others to comply with the policy. Employees should communicate the policy with visitors with courtesy and respect. Should the employee encounter difficulty with enforcing this policy, they should contact their supervisor.

<sup>1</sup> Americans for Nonsmokers' Rights. (n.d.). Model Ordinance Prohibiting Smoking in All Workplaces and Public Places (100% Smokefree). Americans for Nonsmokers' Rights. Available at: <http://www.no-smoke.org/pdf/modelordinance.pdf>

<sup>2</sup> Morris, C.W., Pavlik, J., Mumby, S.J., Morris, C.D. (2015). The Dimensions: Tobacco-Free Policy Toolkit. University of Colorado Anschutz Medical Campus, School of Medicine, Behavioral Health and Wellness Program. Available at: <https://www.bhwellness.org/toolkits/Tobacco-Free-Facilities-Toolkit.pdf>

### **Supervisor**

Supervisors are responsible for implementing and enforcing {Company Name}'s smoke-free environment among employees. This includes ensuring employees are adequately informed of the policy and of the disciplinary actions that will be taken should they not meet compliance.

### **General Policy Provisions**

Employees and visitors shall be notified of the policy through signs posted throughout all property owned, operated, or leased by {Company's name}. Employees who violate the Smoke-Free policy may be referred to the Louisiana Quit-Line (1-800-QuitNow), which is a free counseling service for tobacco cessation.

### **Procedures**

*[Outline specific procedures employees, volunteers and vendors will follow.]*

*For example, new employees receiving explanation of the new policy, included within job announcements, and any steps of enforcement and compliance you deem necessary beyond the Accountability section above.*