

# APPENDIX D

## SAMPLE DEPARTMENT NO TOBACCO POLICY

### Department No Tobacco Policy

Because we recognize the hazards caused by tobacco use and exposure to environmental tobacco smoke, it shall be the policy of [Department Name] to provide a smoke-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of smokeless tobacco products, and it applies to volunteers, employees, and visitors of [Department Name].

#### Definition

1. **No smoking of tobacco products or use of smokeless tobacco products will be allowed within the facilities at any time.**

The decision to provide or not provide designated smoking areas outside the building will be at the discretion of management or other decision-making body.

If an outdoor smoking area is designated, it will be located at least 20 feet from the main entrance. All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.

(For a policy that extends tobacco free to include all department property, substitute the following: No smoking of tobacco products or use of smokeless tobacco products is permitted within the facilities or on the property of [Department Name] at any time.

2. **No smoking or tobacco use in any company vehicle.**

There will be no smoking or tobacco use in [Department Name] vehicles at any time.

There will be no tobacco use in personal vehicles when transporting persons on [Department Name] authorized business.

3. **Breaks**

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

#### Procedure

1. Personnel will be informed of this policy through signs posted in [Department Name] 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 hosts.
3. The [Department Name] will assist employees who want to quit smoking or other tobacco products by helping them access recommended smoking/tobacco cessation programs and materials.
4. Any violations of this policy will be handled through the standard disciplinary procedure.

*This model policy is based on “Making Your Workplace Smoke-free: A Decision Maker’s Guide,” from the Centers for Disease Control and Prevention, the American Cancer Society, and the Wellness Councils of America. [www.cdc.gov](http://www.cdc.gov)*