



Association of Clinicians for the Underserved

Sample Tobacco-Free Workplace Policy

- Purpose:** A tobacco-free policy has been developed to protect all employees and visitors from secondhand smoke, an established cause of cancer and respiratory disease. The policy set forth below is effective {DATE} for all {COMPANY NAME} locations.
- Smoke-Free Areas:** All areas of the workplace are now tobacco-free without exception. Tobacco use is not permitted anywhere in the workplace, including all indoor facilities and company vehicles with more than one person present. Tobacco use is not permitted in private enclosed offices, conference and meeting rooms, cafeterias, lunchrooms, or employee lounges.
- Sign Requirements:** “No Smoking” signs must be clearly posted at all entrances and on bulletin boards, bathrooms, stairwells and other prominent places. No ashtrays are permitted in any indoor area.
- Compliance:** Compliance with the tobacco-free workplace policy is mandatory for all employees and persons visiting the company, with no exceptions. Employees who violate this policy are subject to disciplinary action.
- Any disputes involving tobacco use should be handled through the company’s procedure for resolving other work-related problems. If the problem persists, an employee can speak to [company department and phone number for complaints] or lodge an anonymous complaint by contacting appropriate administrators, or State representatives as appropriate. The law prohibits employers from retaliating against employees who invoke the law or who request management’s assistance in implementing it in the workplace.
- Smoking Cessation:** [Company name] encourages all tobacco using employees to quit smoking. [The company medical department or worksite wellness program offers a number of services for employees who want to quit.] Smoking cessation information is available from the National Quitline at: 1-800-QUIT-NOW. More information may also be received by contacting the Association of Clinicians for the Underserved at: clinicians.org
- Questions:** Any questions regarding the tobacco-free workplace policy should be directed to [company department and phone number handling inquiries]. **[NOTE:** This policy may need to be modified in workplaces and establishments that qualify for exemptions]