

MODEL SMOKE-FREE POLICY

STATEMENT OF POLICY

To protect and enhance indoor air quality and contribute to the health and well-being of all employees, _____ Company shall be smoke-free, effective February 23, 2004.

Smoking will be strictly prohibited within all company work areas and public spaces including conference rooms, reception areas, restrooms, stairwells, hallways and work stations. This policy applies to all employees, clients, contractors and visitors.

Copies of this policy shall be distributed to all employees. Prominent signs displaying the following statement will be posted at all entrances and throughout the building.

SMOKING IS PROHIBITED IN THIS BUILDING, PURSUANT TO THE REGULATION TO PROHIBIT SMOKING IN ENCLOSED PLACES. REPORT VIOLATIONS TO _____ AT PHONE NUMBER _____.

ASSISTANCE TO SMOKERS

Those employees who smoke and would like to take this opportunity to quit smoking are invited to:

- Participate in stop-smoking programs offered by this company. (and or)
- Contact the Genesee County Health Department at (810) 257-3201 for a referral to smoking cessation services in the community.

ENFORCEMENT OF POLICY

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing the policy.

Complaints

Persons observing a violation of this policy should bring it to the attention of their supervisor or other designated individuals.

Investigations

Supervisors or other designated individuals receiving a complaint will investigate and take action to resolve the issue as soon as possible.

Violators

Persons found to have violated this policy will be subject to disciplinary action in the same manner and magnitude as violations of other agency policies.

Attachment Suggestions:

Agency procedure regarding handling of infractions of policy.

Agency procedure for reporting violations.

Map of building with smoking areas clearly marked.

Signature page for staff