

Template Tobacco-Free Workplace/Public Place Policy

Summary

(ORGANIZATION) is dedicated to providing its staff, (clients, visitors, contractors, vendors) with a safe and healthy environment by implementing a smoke-free policy. We recognize that the use of all tobacco products is detrimental to the well-being of everyone. We will provide an environment where staff, clients, visitors and vendors are not exposed to the harmful effects of secondhand smoke and are supported in efforts to live tobacco-free.

Policy

(ORGANIZATION) has adopted a smoke and tobacco-free work and public place policy that exceeds Maine law (22 M.R.S.A. 1580-A), effective (DATE)

Definitions

Tobacco use is defined as the smoking, vaping or use of all tobacco products, including but not limited to, cigarettes, cigars, and all smokeless products such as spit, chew, snuff, snus, electronic cigarettes and all electronic vaping devices.

This policy prohibits tobacco use:

- In all facility-affiliated buildings,
- Twenty feet or enough distance from doors, windows and vents, to ensure tobacco smoke is not entering the building (work/public place),
- In all organization-owned or leased vehicles
- And in personal vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons.

This tobacco-free policy applies to all staff, (clients, visitors, vendors, contractors), at all times.

Procedures

This policy will be communicated through tobacco-free signs posted at all (ORGANIZATION) building entrances, throughout the facility, on the organization website, through staff education, and including the policy in training manuals and new employee orientation. The policy will be updated as mandated by state law.

It's the responsibility of all staff to comply with the tobacco-free policy, and enforcement will follow the standard procedures of the organization, and may include progressive discipline.

Employees who encounter a visitor who is violating the tobacco policy are encouraged to politely explain the policy to the visitor. Visitors who refuse to comply will be asked to leave the premises by the appropriate staff (INSERT TITLE) to maintain a safe environment and comply with Maine law.

Information will be provided about tobacco dependence treatment resources, such as The Maine Tobacco HelpLine 1-800-207-1230 and The QuitLink <http://thequitlink.com/> will be made available to those interested in quitting.

Signature

Date