

Smoking Company Policy

1. Introduction and Purpose

This comprehensive smoking policy is designed to promote a healthy, safe, and productive work environment for all employees, visitors, and clients of [Company Name]. The policy aims to protect non-smokers from exposure to secondhand smoke, support those who wish to quit smoking, and ensure compliance with local and national regulations regarding smoking in the workplace.

1.1 Scope

This policy applies to all employees, contractors, visitors, and clients on company premises, including outdoor areas, company vehicles, and during company-sponsored events.

1.2 Definition

For the purpose of this policy, "smoking" includes the use of traditional cigarettes, e-cigarettes, vaporizers, and any other smoking or vaping devices.

2. Smoking Prohibitions

2.1 Indoor Smoking Ban

Smoking is strictly prohibited in all indoor areas of company property, including but not limited to:

- Offices, cubicles, and workstations
- Meeting rooms and conference facilities
- Lobbies, corridors, and stairwells
- Restrooms and locker rooms
- Cafeterias and break rooms
- Storage areas and closets

- Company vehicles

2.2 Outdoor Smoking Restrictions

Smoking is only permitted in designated outdoor smoking areas, which must be:

- At least 25 feet away from building entrances, exits, and air intake vents
- Equipped with proper cigarette disposal receptacles
- Clearly marked with appropriate signage
- Not located in high-traffic areas or near flammable materials

2.3 Company Events

The smoking policy extends to all company-sponsored events, both on and off company premises. Organizers must ensure that designated smoking areas are available and clearly marked at off-site venues.

3. Implementation and Enforcement

3.1 Signage

Clear and visible "No Smoking" signs will be posted throughout company premises, including entrances, exits, and common areas. Designated smoking areas will be clearly marked with appropriate signage.

3.2 Communication

This policy will be communicated to all employees through:

- Employee handbooks and orientation materials
- Company-wide emails and newsletters
- Posting on company intranet and bulletin boards
- Annual policy review meetings

3.3 Enforcement Procedures

Violations of this policy will be subject to disciplinary action, as follows:

1. First offense: Verbal warning and reminder of the policy
2. Second offense: Written warning
3. Third offense: Final written warning and mandatory counseling session
4. Fourth offense: Disciplinary action up to and including termination

3.4 Reporting Violations

Employees are encouraged to report policy violations to their immediate supervisor or the Human Resources department. All reports will be treated confidentially and without fear of retaliation.

4. Support for Smoking Cessation

4.1 Employee Assistance Program (EAP)

The company offers an Employee Assistance Program that provides confidential counseling and support for employees who wish to quit smoking. This program includes:

- Access to smoking cessation counselors
- Nicotine replacement therapy options
- Support group sessions
- Educational materials and resources

4.2 Health Insurance Coverage

The company's health insurance plan includes coverage for smoking cessation programs and medications. Employees are encouraged to consult with their healthcare provider for more information.

4.3 Workplace Support

The company will provide the following support for employees attempting to quit smoking:

- Flexible break schedules to accommodate nicotine replacement therapy
- Permission to use nicotine replacement products at work
- "Quit Smoking" support groups during lunch hours
- Recognition of employees who successfully quit smoking

5. Visitors and Contractors

All visitors and contractors must adhere to this smoking policy while on company premises. Employees are responsible for informing their visitors about the policy. Contractors will be notified of the policy through their service agreements and on-site orientations.

6. Policy Review and Updates

This smoking policy will be reviewed annually by the Human Resources department in consultation with employee representatives. Updates will be made as necessary to ensure compliance with current laws and best practices for workplace health and safety.

7. Legal Compliance

This policy is designed to comply with all applicable federal, state, and local laws regarding smoking in the workplace. In the event of any conflict between this policy and applicable laws, the stricter standard will apply.

8. Contact Information

For questions, concerns, or suggestions regarding this smoking policy, please contact:

[Human Resources Department]

Email: [hr@companyname.com]

Phone: [XXX-XXX-XXXX]

9. Acknowledgment

All employees are required to acknowledge that they have read, understood, and agree to comply with this smoking policy. Acknowledgment will be done through signing a policy acceptance form or through the company's electronic policy management system.

By implementing and adhering to this comprehensive smoking policy, [Company Name] demonstrates its commitment to providing a healthy, safe, and productive work environment for all employees, visitors, and clients.