



Smoke Free Workplace Policy Template

Welcome to [Company Name]! We are committed to providing a healthy and safe work environment for all employees. As part of this commitment, we have implemented a Smoke Free Workplace Policy to promote the well-being of our staff.

1. Purpose:

The purpose of this policy is to ensure that our workplace is free from the harmful effects of smoking and secondhand smoke. This policy applies to all employees, visitors, and contractors while on company premises.

2. Policy:

Smoking, including the use of electronic cigarettes and vaping devices, is prohibited in all indoor and outdoor areas of the workplace. This includes company vehicles and parking lots.

3. Compliance:

All employees are expected to comply with this policy at all times. Failure to do so may result in disciplinary action, up to and including termination of employment.

4. Resources:

We understand that quitting smoking can be challenging. We offer resources and support to employees who wish to quit smoking, including access to smoking cessation programs and resources.

5. Communication:

This policy will be communicated to all employees during the onboarding process. It is the responsibility of all employees to familiarize themselves with the policy and adhere to its guidelines.

For more information on the health risks of smoking and secondhand smoke, please visit the Centers for Disease Control and Prevention website: [CDC Smoking and Tobacco Use].

Thank you for your cooperation in maintaining a smoke-free workplace. Together, we can create a healthier work environment for everyone.

[Company Name] HR Team

[CDC Smoking and Tobacco Use]: <https://www.cdc.gov/tobacco/index.htm>