

Sample Smoke-free Worksite Policy

STATEMENT OF POLICY

In compliance with the Lenawee County Smoke-Free Worksite Regulation, **(name of company)** shall be entirely smoke free, effective **(Date)**.

Smoking is 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.

Smoking is prohibited in all enclosed areas within this worksite without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, business vehicles (when occupied by 2 or more people) and all other enclosed facilities.

Prominent signs communicating the policy will be posted at all entrances of the building.

ASSISTANCE TO SMOKERS

Employees who smoke and would like to take this opportunity to quit may:

- Participate in smoking cessation programs offered by this company
- Call the Michigan Tobacco QuitLine at 1-800-480-QUIT (7848).
- For a list of smoking cessation resources, visit the Lenawee County Health Department website at www.lenawee.mi.us/health_department/. Printed copies are also available at the health department.

COMPLAINTS

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

INVESTIGATIONS

Supervisors 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(s) in the same manner and magnitude as violations of other company policies.