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| **Sample Workplace Tobacco/Smoke-Free** **Policies and Procedures** |
| **Title: Tobacco Free Workplace Policy** | **Date Implemented:**  | **Approved by:** |

**Purpose***(Name of Business/Company)* is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of its employees. As required by the ***Arkansas Clean Indoor Air Act of 2006,*** and also motivated by the desire to provide all employees with a work environment conducive to good health, the following Tobacco Free Workplace Policy has been adopted and shall apply to all employees of *(Name of Business/Company*).

**Scope of Policy**Any and all facilities/grounds, owned, leased/operated by (*Name of Business/Company*), any and all company-owned or company-leased vehicles are designated as tobacco-free areas. The use of tobacco is prohibited on company property at all times, including entryways to the buildings and parking lots. There will be no designated smoking/vaping or tobacco use areas.

This Tobacco Free Workplace policy applies to the following individuals at all times while on company property and company leased facilities:

1. ***Regular employees, whether fulltime or part-time***
2. ***Temporary workers, contractors, consultants, interns***
3. ***Visitors and clients/customers***

This policy shall be clearly communicated to all full and part-time employees, including temporary workers, contractors, consultants, interns, visitors and client/customers.

**Procedure**Smoking /vaping and the use of tobacco is not permitted anywhere on *(Name of Business/Company*) property at any time. (*Name of Business/Company*) property for the purpose of this policy includes all land, buildings, structures, parking lots and, means of transportation owned by or leased to (*Name of Business/Company*).

An initial violation of this tobacco-free workplace policy by an employee, temporary worker or intern will result in a reminder of our policy and an offer of tobacco-cessation support. Subsequent infraction and/or violation of this policy shall be dealt with using (*Name of Business/Company*)’s Progressive Discipline Procedure/Policy.

An initial violation of the policy by, contractors, consultants, visitors and client/customers will result in a reminder of our Tobacco-free rule. Subsequent infractions and/or policy violations will be addressed on a case by case basis. (*Name of Business/Company*) shall reserve the right to determine an appropriate corrective action plan which could include termination of the business relationship. (*Name of Business/Company*)’s President shall make the final and binding corrective action decision.

(*Name of Business/Company*) Purchasing Department shall include language in all Purchasing Order (P.O) forms or documents requiring customers/vendors to comply with this policy. Customers/Vendors will be required to read and accept the terms of this policy prior to gaining access and/or entering (*Name of Business/Company*) facilities.

**Resolving Complaints about Smoking Vaping or Tobacco Use:**

1. Any complaints about the application of the policy to the workplace should be brought to the attention of the Human Resources Manager or (*Name of Business/Company*) President for resolution.
2. The complaint should be submitted in writing and identify specific objections. (*Name of Business/Company*) will investigate the complaint and resolve it in accordance with the policy.
3. No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

**References**

Our smoking policy is intended to comply with requirements of the ***Arkansas Clean Indoor Air Act of 2006.***

**Definition:**

1. **Tobacco**- For the purposes of this policy “tobacco” is to include any product containing, made, or derived from tobacco that is intended for human consumptions, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means or any component, part, or accessory of a tobacco products to include but not limited to: any lighted or unlighted cigarette, cigar, pipe, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, snus, and snuff, in any form including, “e-cigarette” and electronic nicotine devices (ENDs).
2. **Smoking/** **vaping -** means inhaling, exhaling, burning, or carrying any lighted tobacco product, includes cigarettes, cigars, pipe tobacco, or any other lighted combustible plant material.
3. **Property and Grounds**- Any and all facilities/grounds, owned, leased, operated by (Name of Business/Company) including any and all facilities/grounds owned leased, operated by clients/customers of (*Name of Business/Company*), and all company-owned or company-leased vehicles.

**Exemption**- Nicotine use: Only FDA approved cessation products are allowed.  This includes: nicotine gum, nicotine lozenge, nicotine patch, pharmaceutical nicotine inhaler (this does not include any form of e-products) and nicotine nasal spray.

**References**

1. Arkansas Clean Indoor Air Act of 2006

***Statement of Understanding***

I have read and fully understand the terms of the (*Name of Business/Company*) Tobacco Free Workplace Policy.

I understand that any infraction or violation of the policy will be subject to disciplinary action up to and including immediate termination.

I understand that (*Name of Business/Company*) reserves the right to make changes to this policy as may be required.

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Employee Print Name

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Employee Signature

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Date

Cc: Employee File