

## 100% Smoke and Tobacco-Free Template Policy

### POLICY STATEMENT

[Organization] is dedicated to providing its employees and visitors with a safe and healthy environment. [Organization] is a 100% smoke and tobacco-free campus, effective [Date].

[Organization] recognizes that smoking and the use of tobacco products on our grounds is detrimental to the health and safety of everyone. This institution supports an environment where employees and visitors are not exposed to the harmful effects of secondhand smoke and are supported in efforts to live tobacco-free. Therefore, [Organization] has adopted a 100% tobacco-free campus policy, that exceeds state law (22 M.R.S.A. § 1580-A).

This policy prohibits all smoking and the use of all tobacco:

- In all [Organization] owned, leased and affiliated buildings.
- On all [Organization] owned or leased grounds.
- At all [Organization] sponsored events— both indoor and outdoor.
- In all [Organization] owned, leased or rented vehicles.
- In all personal vehicles parked on [Organization] owned, leased and affiliated property.
- At all events hosted or organized by [Organization].

The smoke and tobacco-free campus policy applies to all employees and visitors including organizers of, and attendees at, public events, including but not limited to, conferences, meetings, lectures, social events and/or cultural events using [Organization] owned, leased and affiliated property are required to abide by [Organization]'s smoke and tobacco-free policy.

### DEFINITIONS

- A. “Smoking” means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy. Non-smoked marijuana products including, but not limited to, edibles and dabs are also included in this policy.
- B. “Tobacco” is defined as all tobacco-derived or containing products, including but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco; and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to, electronic nicotine delivery systems, e-cigarettes, e-cigars, e-hookahs, vape pen or any other product name or descriptor. Or the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy. This does not include products specifically approved by the US Food and Drug Administration (FDA) for the purpose of cessation or nicotine replacement therapy.

### PROCEDURES

This policy will be communicated through tobacco-free signs posted at all property entrances and throughout the facility, through employee education, including being written into training manuals and new employee orientation.

Everyone is required to comply with [Organization] tobacco-free policy. Enforcement of this policy will follow the standard procedures of the facility.

Information regarding tobacco treatment resources, such as onsite counseling and the Maine Tobacco HelpLine (1-800-207-1230), will be made available for tobacco users who are interested in quitting.