

# Tobacco-Free Workplace: Best Level Policy

**This sample policy complies with Maine’s Workplace Smoking Act of 1985. This policy exceeds Maine law by its inclusion of a ban on the use of all tobacco products on the entire property under the control of the management of this worksite, including within personal vehicle while on the property.**

(Insert workplace name here) is dedicated to providing a healthy and productive work environment. As required by law (See, 22 M.R.S. §1580-A), it will be our policy to provide a smoke-free workplace, effective (insert date). This policy applies to all employees, clients, contractors, and visitors. The Workplace Smoking Act of 1985 prohibits smoking within the business facility, which includes vehicles used in the course of work, and outdoor or off-site areas where employees, clients, and contractors perform services under the control of (Insert workplace name here). “Smoking” includes carrying or having in one’s possession a lighted or heated cigarette, cigar, or pipe or a lighted or heated tobacco or plant product intended for human consumption through inhalation whether natural or synthetic in any manner or in any form. This policy also bans the use of all tobacco products, including cigarettes, cigars, smokeless tobacco products, electronic smoking devices, and any new tobacco products of any and all types on the entire property under the control of the management of this worksite, including within personal vehicles while on the property, 365 days per year, 24 hours a day.

“There is no risk-free level of secondhand smoke exposure; even brief exposure can be harmful to health.” *The Health Consequences of Smoking – 50 Years of Progress: A Report of the Surgeon General*, U.S Department of Health and Human Services, 2014.

This policy will be posted, and copies will be made available to anyone who requests one. The policy will be supervised by the management of (insert workplace name here) in accordance with Maine State law.

Effective (insert policy adoption date), the use of all tobacco products is banned in:

- All enclosed areas where work is performed, as well as in all rest rooms, all meeting rooms, all lunch rooms, and all private offices.
- All outdoor locations, including outdoor eating areas, parking lots, and within vehicles including personal vehicles whenever such vehicles are parked on company property.
- All off-site locations under the control of the employer, for which employees perform services for the employer.
- All employer-owned and all employer-leased vehicles used by employees at all times.
- All employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons at all times.

Signs detailing the requirements of this policy will be posted at the entrance to all workplace property, at all building entrances, and throughout all buildings that comprise the workplace. In addition, this policy will be included in training manuals and new employee orientation.

This workplace understands that tobacco is a legal product, and further recognizes that as an employer, this workplace may not require that employees or prospective employees refrain from tobacco use when not at work and will not discriminate against employees who use tobacco outside of employment. The management of (insert workplace name here) is dedicated to promoting health and wellness and recognizes that tobacco is an extremely addictive substance. This workplace will provide education on the impact of tobacco use with the purpose of raising awareness of the effects of tobacco use. This workplace will promote the use of all available resources, including The QuitLink (TheQuitLink.com and 1-800-207-1230), to assist tobacco users who wish to stop their use of tobacco products.



**Smoking causes more than \$600 million in productivity losses in Maine each year.**

The success of this policy will depend on the courtesy and cooperation of both tobacco users and nonusers. Everyone is responsible for following and helping to enforce the policy. Problems should be brought to the attention of the appropriate supervisor. Violations of this policy will be handled through the established disciplinary procedures.

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Company Representative

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Date

