

# Tobacco-Free Workplace: Good Level Policy

## This sample policy complies with Maine's Workplace Smoking Act of 1985.

(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.

"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 is being posted and copies are being 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), smoking of tobacco products are 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 areas under the control of the employer, for which employees perform services for the employer.
- 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.
- All employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons.

Smoking of all tobacco products is only allowed outdoors at minimum 20 feet away from any business facility entryway, vent, window or doorway, including vehicles used in the course of work, outdoor areas, and off-site locations under the control of the employer. Smoking is never allowed in any location that allows smoke to circulate back into the business facility. **See management for Designated Smoking Area.**

No Smoking signs will be posted at all building entrances and throughout the building. In addition, this policy will be included in training manuals and new employee orientation.

This workplace understands 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



**Maine law requires employers to have a written smoking policy.**

against employees who use tobacco outside of employment. This workplace will promote the use of all available resources, including the Maine QuitLink (MaineQuitLink.com and 1-800-QUIT-NOW) to assist tobacco users who wish to stop their use of tobacco products.

The success of this policy will depend on the courtesy and cooperation of both tobacco smokers and nonsmokers. Each of us is responsible for following and helping 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

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