

Smoke-Free Policy Template

It is the policy of [insert company name] to provide a tobacco-free environment for all employees and visitors. This policy covers smoking of any tobacco product, the use of smokeless or “spit” tobacco and the use of e-cigarettes or other vape products. The policy applies to employees and visitors.

Definition

Vermont law prohibits smoking tobacco or e-cigarette products within workplace buildings at any time.

If smoking occurs outside the building, it must be at least [insert distance] feet from the main entrance to ensure that the smoke does not enter the building. All materials used for smoking, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers.

(For a smoke-free building and grounds) There will be no smoking of tobacco or e-cigarette products within the building or on the grounds at any time.

There will be no smoking in any [insert company name] vehicles at any time.

There will also be no tobacco use in personal vehicles when transporting persons on [insert company name]-authorized business or if the vehicle is parked on company premises.

Procedure

1. Visitors will be informed of this policy through signs, and it will be reinforced by management.
2. [Insert company name] will help employees who wish to quit tobacco by providing information about 802Quits free services.
3. Any violations of this policy will be handled through the standard disciplinary procedure.
4. For questions about Vermont’s Smoking in the Workplace law, or to file a complaint with the Department of Health, call **(toll-free) 1-866-331-5622**.