

# QUIT@WORK

(This Word document is part of the [QUIT@WORK](#) toolkit.)

## Model Smoke-Free Policy

It is the policy of [insert company name] to provide a smoke-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of smokeless or “spit” tobacco, and applies to both employees and non-employee visitors.

### Definition

*Vermont law requires that there will be no smoking of tobacco products within the facilities 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 products within the facilities 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 explained by their host.
2. [Insert company name] will help employees who wish to quit smoking by providing information about Vermont’s quit smoking 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.

