

Setting Your Workplace Smoking Policy

The smoke-free workplace [law](#) adopted July 1, 2016, creates a ban on smoking and vaping in any and all buildings that serve as a place where employees work for their employer.

Reasons for a 100% Smoke-free Worksite:

- This arrangement complies with all Vermont laws and ordinances.
- It reduces exposure to secondhand smoke and vape emissions and thirdhand smoke (chemical residue on objects). Separate ventilation systems do not fully eliminate secondhand smoke.
- Decreases maintenance costs.
- May reduce the number of cigarettes smoked by employees and encourage them to quit.
- Research shows that creating a tobacco-free workplace is one of the most effective things you can do to help employees stop smoking.²

Ideas for Implementing Policy:

Involve employees in the process of creating policy. Ask several employees to create a workgroup to jointly develop and communicate the company's smoking policy. Those who smoke, vape or use tobacco products will be affected the most, so try to get them involved. Some companies have even found "champions" among employees who smoke.

Give the process time - employees need time to adjust to change, especially one that may affect their daily routine. You may need three to six months, or even more, to change your policy.

Setting Distance from Worksite Buildings:

Vermont law does not designate that smoking take place at a specific distance from public buildings and worksites, but you may choose to include this in your own smoking policy.

State and many private buildings in Vermont require smoking to be up to 50 feet from the building so that smoke does not re-enter the building through entrances or ventilation systems, and so it doesn't affect visitors or other employees.

For More Information:

If you would like additional information about smoke-free laws, or to order smoke-free building/property signs at no cost, contact the Vermont Department of Health Tobacco Control Program by emailing tobaccovt@vermont.gov.

² Hopkins DP, Razi S, Leeks KD, Priva Kalra G, Chattopadhyay SK, Soler RE, et al. Task Force on Community Preventive Services. Smoke-Free Policies to Reduce Tobacco Use: A Systematic Review. American Journal of Preventive Medicine 2010;38(2 Suppl): S275-89 [cited 2014 Apr 25]

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 or vaping occurs outside the building, it must be at least **[insert distance]** feet from the main entrance to ensure that the smoke or emissions do not enter the building. All materials used for smoking, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers. E-cigarettes should only be disposed of at a household hazardous waste collection site.

(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 policy will be reinforced by management.
2. **[Insert company name]** will help employees who want to quit tobacco by providing information about 802Quits FREE services by phone, online, text and group workshop.
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, email Tobaccovt@vermont.gov.