

[YOUR COMPANY NAME]'s Smoking Policy

Written Policy

The employee will receive a copy of this policy in the employee's orientation packet. In addition, copies of the policy are posted in various locations throughout this facility including [name locations; e.g., the break room]. Additional copies are available upon request.

Smoking in the Workplace

Because [YOUR COMPANY NAME] is a private building not open to the general public, smoking at [YOUR COMPANY NAME] is not governed by state law or local ordinance. [YOUR COMPANY NAME] allows employees who have private offices to smoke in their offices. Employees who share offices must refrain from smoking in the office if any employee in that office objects. Smoking is not allowed in [list no smoking areas]; however, smoking is allowed in [list designated smoking areas]. Please observe the posted no smoking signs.

Smoking/No-Smoking Signs

To support its policy of not allowing smoking in other than designated smoking areas, [YOUR COMPANY NAME] has posted "No Smoking" and "Smoking" signs in the appropriate areas. Each sign posted in an area where smoking is prohibited carries the internationally recognized symbol for no smoking; a red circle containing a lit cigarette with a line drawn diagonally through the circle. Please observe these signs at all times.

Nondiscrimination

What the employee does outside of working hours and off [YOUR COMPANY NAME]'s premises will not be the basis of any disciplinary action by [YOUR COMPANY NAME]. Nor will [YOUR COMPANY NAME] pursue a policy of discharging employees or refusing to hire applicants because they are smokers.