

Creating a tobacco-free campus sample policy

[INSERT YOUR LOGO]

Tobacco-Free Campus

Policy Statement

Tobacco has been identified as the chief preventable cause of illness and death in the U.S. [INSERT COMPANY NAME] is committed to maintaining an environment on all of our campuses that is healthy for our staff, clients, and visitors. Employers should develop their own policies based on input and advice from their Human Resources and Legal representatives.

Coverage

Tobacco will not be permitted in any facility or property owned or fully leased by the [INSERT COMPANY NAME] (indoors and outdoors).

Provisions

- A. For purposes of this policy, the term “tobacco” refers to the burning of all forms of tobacco, including cigarettes, cigars, and pipes as well as all forms of smokeless tobacco.
- B. Employees, clients, and visitors will not be permitted tobacco in any facility or property owned or fully leased by [INSERT COMPANY NAME]. Tobacco will not be permitted anywhere on campus, indoors or outdoors.
- C. Employees who use tobacco may do so only during the normal rest periods which occur within the employee’s workday. Additional rest periods for the purpose of tobacco use (“smoke breaks”) will not be permitted. Employee tobacco use is permitted ___ feet from the entrance of the campus.
- D. Employees who use tobacco are encouraged to participate in the tobacco cessation programs offered.
- E. All individuals applying for employment or newly hired employees will be informed of the policy and asked to sign an approved document indicating that they have been made aware of its provisions.
- F. Employees who violate this policy will be counseled and disciplined utilizing standard progressive discipline where appropriate. [INSERT COMPANY NAME] reserves the right to determine the steps of counseling and discipline based upon the offense. Employees are encouraged to inform visitors and other employees who are using tobacco of this policy, and request that they distinguish and dispose of their tobacco-related materials in available receptacles.