

TOBACCO-FREE

SAMPLE SMOKE-FREE POLICY

Employers may be looking for tools that will assist them in implementing tobacco legislation. This sample policy is taken from the experience in other jurisdictions.

PURPOSE

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with BC's *Tobacco Control Act*.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not eliminate the risk from second-hand smoke.

It is the policy of.....that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. The policy is in effect on **Monday, March 31, 2008**. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers, members and visitors.

POLICY

All staff are obliged to adhere to, and support the implementation of the policy.

It is the responsibility of..... to inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy, and to give all new personnel a copy of the policy when they join the team.

IMPLEMENTATION

The following steps will be taken to ensure compliance with the *Tobacco Control Act*.

(List the steps that you have decided to take to support compliance).

NON-COMPLIANCE

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to fine.

HELP TO STOP SMOKING

Employees are encouraged to visit QuitNow Services for advice on how to quit smoking
<http://www.health.gov.bc.ca/tobctrl/cessation.html>.

On behalf of the Company.....

Signed Date