**Smoke Free Workplace Policy**

**Policy Statement**

[Company Name] is committed to providing a safe and healthy work environment for all employees. As part of this commitment, smoking and the use of tobacco products are prohibited in all indoor and outdoor areas of the workplace. This policy applies to all employees, contractors, visitors, and guests.

**1. Purpose**

a. The purpose of this policy is to promote a healthy work environment, protect non-smokers from exposure to secondhand smoke, and comply with local laws and regulations.

**2. Scope**

a. This policy applies to all [Company Name] premises, including office buildings, company vehicles, parking lots, and outdoor areas.

**3. Prohibited Areas**

a. Smoking and the use of tobacco products are strictly prohibited in all indoor areas, including offices, meeting rooms, hallways, restrooms, and common areas.

b. Smoking is also prohibited in all outdoor areas, including entrances, exits, patios, and parking lots.

**4. Designated Smoking Areas (if applicable)**

a. [Company Name] may designate specific smoking areas that comply with local regulations and are situated away from main entrances and high-traffic areas.

b. Designated smoking areas, if provided, will be clearly marked and equipped with proper disposal containers.

**5. E-cigarettes and Vaping Devices**

a. The use of e-cigarettes and vaping devices is also prohibited within [Company Name] premises, in accordance with this policy.

**6. Compliance**

a. All employees are responsible for adhering to this policy and ensuring that visitors, contractors, and guests are aware of and comply with the smoke-free workplace policy.

**7. Enforcement**

a. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

**8. Support for Smoking Cessation**

a. [Company Name] encourages employees who wish to quit smoking to seek support and resources. Information about smoking cessation programs may be provided by [Company Name] upon request.

**9. Communication**

a. This policy will be communicated to all employees upon their onboarding and will be made available through company communication channels.

**10. Review of Policy**

a. This smoke-free workplace policy will be reviewed periodically and updated as necessary to ensure compliance with current laws and regulations.

**Disciplinary Actions**

We expect employees to respect this policy and their colleagues. We'll take disciplinary action towards employees who disregard this policy:

* Employees who violate this policy frequently or cause severe problems (e.g. fires) may face consequences up to and including termination.
* Employees who violate this policy infrequently or don't cause major issues will face reprimands or detraction of benefits.

Managers and our HR department are responsible for taking appropriate action after they investigate any incidents thoroughly