**No Smoking Workplace Policy**

The company maintains the smoke free and tobacco free workplace. Use of smoking or any other tobacco products(cigars, cigarettes, vaping devices, pipes, snuff, or chewing tobacco, etc.) is strictly banned in the designated areas.

**Policy Statement**

To promote a safe and healthy work environment for all workers, [Corporate Name] prohibits smoking and vaping on all company premises. The act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any type is classified as smoking. E-cigarettes, e-pipes, e-hookahs, and e-cigars are examples of electronic nicotine delivery systems as well as electronic smoking devices.

**Policy Brief and Purpose**

The No Smoking policy at [CompanyX] details the rules that are related to smoking in the workplace. We are committed to providing a safe and healthy work environment and to promote the health and well-being of its employees. Our other goals include protecting the non-smokers without unnecessarily denying smokers their right to smoke.

**What is Covered Under No Smoking Workplace Policy?**

The employees who smoke must follow No Smoking policy so they will:

* Maintain the image of a clean workplace
* Save non-smokers from second-hand smoking
* Avoid setting-off alarms and fire detectors
* Avoid fire from leftover discarded cigarettes

**Scope**

This policy applies to:

- areas of building occupied by company employees

- offsite meetings and conferences sponsored by the company

- company owned or leased vehicles

- all the employees of the company

- all the people who visit the company premises

- all temporary employees or student interns

- all the vendors and consultants and their employees working in our company premises.

This policy refers to all tobacco products. According to the general rule of the company, smoking is not allowed inside the premises. Inside the company premises refers to:

* Working areas
* Hallways
* Staircases
* Restrooms
* Warehouses
* Company Vehicles
* Kitchen and Cafeterias

We have built designated areas that are properly sheltered and ventilated.

Smoking is strictly prohibited indoors, not only during the work hours but if an employee stays off hours at the workplace, they are still obliged to stick to this policy.

**Smoke Permitted Areas**

We do not permit smoking during work hours. We permit work hours only during the breaks and that too at the following designated areas:

* Balconies and open-area verandas
* Designated smoking areas
* Any external areas like gardens, sidewalks, and yards outside of the premises.

We also advise our employees to:

* Extinguish and discard the cigarettes only in the appropriate containers
* Avoid smoking when you have meetings scheduled with the clients or coworkers
* Not to smoke near the flammable areas and objects.

**Company Actions**

- We will place the no smoking sign at all the places where smoking is not allowed

- Communicate this policy to the employees through internal newsletters or bulletin boards

Any employee who has the problem regarding this No Smoking Policy can contact the Human Resource Department.

**Procedures**

Employees who violate this policy will face disciplinary action, which could include termination.

A procedure for resolving complaints regarding the smoke- and vape-free policy has been established:

* Complaints about how this policy is being implemented should be directed to the human resources manager or the plant manager for resolution.
* The complaint should be written and specific objections should be stated.
* The complaint will be investigated and resolved in accordance with the policy.

There will be no retaliation against any employee who files a complaint or asks a question about this policy.

**Disciplinary Consequences**

Employees are expected to respect this policy as well as their coworkers. Employees who violate this policy will face the following consequences:

* Employees who repeatedly breach this policy or cause serious problems (such as fires) may face disciplinary action, including termination.
* Employees who break this policy occasionally or do not cause big problems will be reprimanded or have their benefits reduced.

After thoroughly investigating any incidents, managers and our HR department are accountable for taking necessary action.