**Smoking**

**Effective Date:** (XX/XX/XXXX)

**Revision Date:** (XX/XX/XXXX)

[Company Name] provides a smoke-free environment for its employees, customers, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.