
Smoke Free Workplace Policy

This **Employee Smoking Policy** template is ready to be tailored to your company's needs and should be considered a starting point for setting up your employment policies.

Policy brief & purpose

Our **employee smoking policy** outlines our rules regarding smoking in the workplace. This policy aims to protect non-smokers without unreasonably depriving smokers from their right to smoke.

What is covered under the Employee Smoking Policy?

Our employees who smoke need to follow this policy so they will:

- Protect non-smokers from second-hand smoking
- Avoid setting off alarms and smoke detectors
- Preserve an image of a clean workplace
- Avoid fires from discarded cigarettes

We'll follow any legal guidelines regarding indoor smoking.

Scope

This policy applies to all employees of our company as well as to visitors, contractors and temporary staff.

Policy elements

Our policy refers to all tobacco products. As a general rule, smoking isn't allowed indoors. This rules refers to:

- Working areas
- Hallways
- Staircases
- Restrooms
- Warehouses
- Company vehicles
- Kitchen and Cafeterias

We may establish designated areas that are properly ventilated and secluded.

Smoking is prohibited indoors at any time, not just during working hours. If an employee stays late at work, they're still obliged to follow this policy.

Areas where smoking is permitted

We permit smoking during normal [breaks](#) at:

- Designated smoking areas
- Balconies and open-air verandas
- Any outer premises including gardens, yards and sidewalks outside of our buildings

We also advise our employees to:

- Extinguish their cigarettes and discard them only in appropriate containers
- Avoid smoking when they have scheduled meetings with clients or vendors
- Avoid smoking near flammable objects and areas

Our company's actions

We will:

- Place signs at all areas where smoking isn't allowed
- Communicate this policy through [*bulletin boards/ internal newsletters*]
- Offer smoking cessation seminars as part of our [employee wellness program](#)

Any employee who has a complaint regarding this policy can contact our Human resources (HR) department.

Disciplinary Consequences

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.

Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Workable will assume any legal liability that may arise from the use of this policy.

Further reading:

- [Federal Laws and Policies](#) – U.S. Dept. of Health and Human Services