

# **ESTABLISHING A POLICY - A 100% SMOKE-FREE WORKPLACE**

## **STATEMENT OF POLICY**

**To protect and enhance indoor air quality and contribute to the health and well-being of all employees, ABC Company shall be entirely 100% smoke free, effective January 1, 2003.**

Smoking will be strictly prohibited within the facility, company vehicles and on the grounds of (name of company/facility), including parking lots and parking structures and any real property owned or operated by (name of company). This policy applies to all employees, clients, contractors and visitors.

Copies of this policy shall be distributed to all employees. Prominent signs displaying the following statement will be posted at all entrances and throughout the building.

SMOKING IS PROHIBITED IN THIS BUILDING,  
PURSUANT TO THE MICHIGAN CLEAN INDOOR AIR ACT

## **ASSISTANCE TO SMOKERS**

Those employees who smoke and would like to take this opportunity to quit smoking are invited to participate in stop smoking programs offered by this company.

## **ENFORCEMENT OF POLICY**

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing the policy.

## **COMPLAINTS**

Persons observing a violation of this policy should bring it to the attention of their supervisor or the Health and Safety Committee.

## **INVESTIGATIONS**

Supervisors or the Health and Safety Committee receiving a complaint will investigate and take action to resolve the issue as soon as possible.

## **VIOLATORS**

Persons found to have violated this policy will be subject to disciplinary action(s) in the same manner and magnitude as violations of other agency policies.

Attachment: (agency procedure regarding handling of infractions of policy).