

# **ESTABLISHING A POLICY: SMOKE-FREE WORKPLACE WITH DESIGNATED OUTSIDE SMOKING AREAS**

## **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 smoke free, effective January 1, 19.

Smoking will be strictly prohibited within all company work areas and public spaces including conference rooms, reception areas, restrooms, stairwells, hallways and work stations. Smoking will only be allowed in outside designated areas that are not located near public entrances. Outside designated smoking areas are identified as: (Location of outside designated area). 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

## **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).