**Policy template courtesy of**

**Society for Human Resource Management (SHRM)**

**Smoke- and Vape-Free Workplace Policy**

**Purpose**

[Company Name] is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As such, the following policy has been adopted and applies to all employees, contractors and visitors of [Company Name].

**Policy**

It is the policy of [Company Name] to prohibit smoking and vaping on all company premises to provide a safe and healthy work environment for all employees. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

**Scope**

This policy applies to:

* All areas of buildings occupied by company employees.
* All company-sponsored offsite conferences and meetings.
* All vehicles owned or leased by the company.
* All company employees.
* All visitors (customers and vendors) to company premises.
* All contractors and consultants and/or their employees working on company premises.
* All temporary employees.
* All student interns.

Smoking and vaping is permitted *only* in the following designated outdoor areas:

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**Procedures**

Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge.

A process is in place for resolving complaints about the smoke- and vape-free policy:

* Complaints about the application of this policy should be brought to the attention of the human resources manager or the plant manager for resolution.
* The complaint should be submitted in writing and should identify specific objections.
* [Company Name] will investigate the complaint and resolve it in accordance with the policy.

No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

**Statement of Understanding**

I have read and fully understand the terms of this policy.

I understand that any violation of this policy will result in disciplinary action up to and including termination of employment.

I understand that [Company Name] reserves the right to make changes to this policy as needed.

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Employee Name

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Employee Signature Date