

Sample Tobacco, Smoke, and Vape-free Policy for Worksites

Introduction

[Name of Business/Organization] cares about the health and well-being of our employees and strives to create an environment that supports and encourages healthy living. We acknowledge that people who use tobacco have a higher risk of many serious health conditions, including diabetes, heart disease, stroke, certain types of cancer, and premature death. We recognize that we can help improve the health and wellness of our employees, and members of the community by implementing and promoting this tobacco, smoke, and vape-free policy.

Definitions

For the purposes of this policy, the following definitions apply:

Organization Property: means all facilities, grounds, vehicles, and other property owned, leased, rented, contracted, used, maintained, or otherwise controlled by [Name of Business/Organization].

Employee: means any person who performs work or services for the business/organization, including but not limited to, full time employees, part time employees, temporary employees, independent contractors, subcontractors, volunteers, and interns.

Hosted events or activities: means the use of the business/organization's facilities and resources for a function, an event, or an activity. The business/organization may or may not invite others to sponsor the event. Examples include fairs, classes, support groups, sporting or athletic events, concerts, festivals, weddings, birthday and anniversary celebrations, etc.

Smoking: means lighting a tobacco, nicotine, or marijuana or other products for consumption.

Tobacco product: means any product that is made or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to a cigarette, cigar, pipe tobacco, chewing tobacco, snuff, snus, or vape devices.

Tobacco, Smoke, and Vape-free location: means the use of tobacco in any form is prohibited, and the use of tobacco, nicotine, marijuana, or other products consumed in a smoked or vaporized manner is prohibited.

Vaping: means using a device to heat, aerosolize, or vaporize tobacco, nicotine, marijuana, or other products for consumption.

Vapor Product means any noncombustible product that may or may not contain nicotine that employs a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor Product shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, or electronic device.

Applicability

- This policy applies at all times to every employee, attendee, visitor, vendor, and any other person present on [Name of Business/Organization] property or at a business/organization sponsored or hosted meeting, activity, or event.

Prohibitions

We are committed to ensuring that [Name of Business/Organization] provides a tobacco, smoke and vape-free environment at all times. That means:

- No one is allowed to smoke, vape, or use tobacco products anywhere on [Name of Business/Organization] property. This restriction is in place at all times.
- No one is allowed to smoke, vape, or use tobacco products during the hours of their employment, except off the premises during regularly scheduled breaks. This applies during all hours of employment.
- Ash receptacles, such as trays or ash cans, are not permitted within [Name of Business/Organization] owned or leased vehicles or on [Name of Business/Organization] property outside of the designated smoking area(s).
- [Name of Business/Organization] will not accept any sponsorship from a tobacco company and will not allow tobacco advertising or promotion on [Name of Business/Organization] property or at any off-site [Name of Business/Organization] sponsored meeting or event.

Tobacco Cessation Support

- Employees and their family members who are interested in quitting tobacco and/or vape use will be referred to the Oklahoma Tobacco Helpline and other cessation resources, as applicable.
- [Name of Business/Organization] will promote the Oklahoma Tobacco Helpline (1-800-QUIT-NOW or OKHelpline.com) to ensure awareness of the statewide services that are available.
- [Name of Business/Organization] will offer health insurance benefits that include access to the following types of assistance with no prior authorization or out-of-pocket cost to the employee:

Tobacco cessation counseling

- Free cessation counseling is also offered by the Oklahoma Tobacco Helpline (1-800-QUIT-NOW).
- All Food and Drug Administration (FDA) approved cessation aids.
- [Name of Business/Organization] will communicate and promote the available tobacco cessation benefits for employees to all prospective employees, new employees at the time of hire, and all existing employees on an annual basis.

Implementation, Support and Enforcement

- Signs informing people that [Name of Business/Organization] is a tobacco, smoke, and vape-free property shall be posted, at a minimum, at entrances to all buildings on [Name of Business/Organization] property.
- A copy of this policy shall be included in the [Name of Business/Organization] policy manual and employee training materials. Employees are responsible for familiarizing themselves with this policy. Employee compliance with this policy is mandatory.
- A violation of this policy by an employee will be handled in accordance with [Name of Business/Organization]'s standard disciplinary procedure.

We adopt this tobacco, smoke, and vape free policy, which includes the preceding tobacco, smoke, and vape-free elements.

Business/Organization Name:

Effective Date:

Name and Title:

Signature & Date: