



# SAMPLE TOBACCO-FREE WORKPLACE POLICY

## ENFORCEMENT LANGUAGE

*CEO CANCER GOLD STANDARD™*

[www.CancerGoldStandard.org](http://www.CancerGoldStandard.org)

Every organization's culture is unique and *Gold Standard* applicants come from diverse industries and range in size from 10 employees to over 200,000 employees. Enforcement of an organization's tobacco-free workplace policy is critical, but so is how the enforcement is handled. Provided below are examples of enforcement language.

### SIMPLE

Violation of this policy will be handled in accordance with all other Company Human Resources policies.

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Violation of this policy will be communicated to the employee's supervisor and disciplinary action will be initiated, up to and including termination.

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An initial violation of this tobacco-free workplace policy will result in a reminder of the policy and an offer of tobacco-cessation support. Subsequent violations will be addressed through disciplinary action consistent with company practices concerning violations of any policy.

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The Company will communicate this policy to all employees, contingent workers, visitors, and job applicants. Failure to comply with this policy will be treated as a performance issue and may result in disciplinary action up to and including termination of employment.

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Our goal is to have positive enforcement of the policy by educating employees on the dangers of tobacco use and providing information and classes on tobacco cessation when violations of this policy are observed.

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Use of tobacco products may violate other Company policies and affect an employee's performance. These violations will be handled on a case-by-case basis. Examples of other policies are Risk Control and Safety, Corrective Action, Vehicle Use and Conduct policies.

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Employee non-compliance with this policy will be subject to disciplinary action. Any questions regarding this policy or to address a problem or dispute should be referred to the Local Human Resources Representative.

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*As of October 2017*

Company will communicate this policy to all employees, contingent workers, visitors, and job applicants. Failure to comply with this policy will be treated as a performance issue and may result in disciplinary action up to and including termination of employment.

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It is mandatory that all employees comply with the tobacco free workplace policy. Employees who violate this policy will be subject to disciplinary action. Any disputes involving this policy should be brought to Human Resources.

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## More Detailed

All employees share responsibility for compliance with this policy. Management, with assistance from security, is responsible for enforcing the Tobacco-Free Policy. Employees who violate this policy will be reported to their manager. Managers will take necessary disciplinary action to address the problem, up to and including termination.

All employees who see visitors using tobacco on our property should be courteous in informing them of the tobacco-free policy.

HR and Workplace Resources share in the administration of this policy.

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Employees must abide by the policy and inform their visitors of Company's tobacco-free policy.

Employees observed violating the policy must provide their employee ID badge if requested by a manager or a member of Security.

Managers will be notified of policy violations. Managers are responsible for ensuring employees, temporary staff, contractors and visitors are aware of the Company's policy and for addressing any violations of this policy.

Violations of this policy may result in disciplinary action up to and including termination of employment and/or fines from a state enforcement agency.

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In instances where an employee is found to be in violation of our tobacco-free workplace policy, the employee's supervisor will contact the individuals and inform him or her of Company's policy against the use of tobacco at the workplace. Further, the appropriate HR staff member or the individual's supervisor will work with the individual to be sure that he or she is fully aware of the tobacco-cessation support that is provided by the Company at no cost to the individual. Ongoing support will be provided.

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**Regular Employees:** On the first violation of this policy, a regular employee normally will be reminded of this policy and encouraged to utilize Company's tobacco-cessation support program or commence their own program. Subsequent violations will be addressed through appropriate disciplinary action as with the violation of any other company policy.

**Contingent Workers and Non-Employees:** On the first violation of this policy, a contingent worker (temporary worker, contractor, consultant, etc.) or visitor or other non-employee normally will be reminded of this policy. Subsequent violations will be appropriately addressed based on all the circumstances. This could include the loss of the privilege of entrance upon Company Property.

If Company determines that a violation of this policy, even on a first instance, has created a serious health or workplace safety risk, other action may be taken. In enforcing this policy, Company's first and foremost concern will be the health of all workers (including contingent workers) on, and visitors to, Company Property.

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All employees share in the responsibility for adhering to and enforcing the policy. Employees are encouraged to directly address co-workers who are not compliant with the policy.

An employee who is not comfortable directly addressing a co-worker's noncompliance should escalate his or her concern to a manager.

Managers are responsible for ensuring employees adherence to the tobacco free policy

Reports and complaints of repeated non-compliance will be handled by the Human Resources Department in partnership with the management team.

Any employee who fails to comply with the policy will be subject to corrective action in accordance with the disciplinary process.

Reports of non-compliance by contractors, clients and visitors will be investigated and addressed by the appropriate management representative with support from the Human Resources Department.

Any questions regarding this policy should be directed to the local Human Resources department or a representative of the employee wellness program.

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Tobacco cessation and awareness programs, behavioral modification tools, referrals and other resources will be made available to employees who desire to stop using tobacco products. Employee non-compliance with the policy will result in disciplinary action. There will be no exceptions to the policy in any part of the organization. Managers, HR generalists, and our EAP will focus on supporting employees who may be struggling instead of enabling their smoking habit through a policy exception.

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