

## **MODEL SMOKE FREE POLICY FOR BUSINESSES (#1)**

### **STATEMENT OF POLICY**

To protect the public health and the well being of all employees, \_\_\_\_\_  
(Company name) shall be smoke free effective \_\_\_\_\_.

**Smoking is prohibited in all enclosed areas within this worksite without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer owned or leased vehicles and all other enclosed facilities. This policy applies to all employees, clients, contractors, and visitors.**

### **ASSISTANCE TO SMOKERS**

Employees who smoke and would like to take this opportunity to quit may:

- Participate in smoking cessation programs offered by this company
- Call the Saginaw County Department of Public Health at (989) 758-3676 or access their website at [www.saginawpublichealth.org](http://www.saginawpublichealth.org) for information on smoking cessation services.

### **ENFORCEMENT OF POLICY**

Employees found to be in violation of this policy will be subject to any disciplinary action(s) in the same manner as violations of other company policies. All employees share in the responsibility for adhering to and enforcing this policy.

### **Complaints**

Violations of this policy should be brought to the attention of a supervisor or other designated personnel.

Employees observing individuals, not associated with this business, violating this policy, should ask the individual to extinguish smoking materials or leave the premises. If the individual refuses, contact the manager or other designated personnel for assistance.

For further assistance, or to register a complaint, call the Environmental Health Division at the Saginaw County Department of Public Health at (989) 758-3686.

### **Investigations**

Supervisors or designated personnel receiving the complaint will investigate and take action to resolve the issue as soon as possible.

### **Violations**

Persons found to have violated this policy are subject to disciplinary action in the same manner and magnitude as violations of other agency policies.

### **Attachments**

- Agency procedure regarding handling of infractions of this policy.
- Signature page for staff denoting review of this policy.
- Map of outdoor smoking area(s).

## **Sample Policy For Businesses (#2)**

### **STATEMENT OF POLICY**

In accordance with the Saginaw County Clean Indoor Air Regulation, Section 1006, this company, \_\_\_\_\_ is smokefree effective \_\_\_\_\_.

**Smoking is strictly prohibited in all enclosed areas within this worksite without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer owned or leased business vehicles, and all other enclosed facilities. This policy applies to all employees, clients, contractors, and visitors.**

### **ENFORCEMENT OF THIS POLICY**

All employees share in the responsibility for adhering to and abiding with this policy.

### **COMPLAINTS**

- Any person observing a violation of this policy will first bring it to the attention of the offending party and seek voluntary cooperation. If the offender is noncompliant, the employee will notify the owner, supervisor, or manager of the violation.
- Supervisors receiving a complaint will investigate and take action to resolve the issue as soon as possible.
- If all internal steps fail to result in compliance, you may contact the Environmental Health Division of the Saginaw County Department of Public Health at (989) 758-3686 for assistance.

### **VIOLATIONS**

Violations of the Saginaw County Clean Indoor Air Regulation will be subject to disciplinary action(s) in the same manner as violations of other company policies.

Persons violating this regulation and investigated by the Health Department will be subject to fines as outlined in the regulation.