

DRAFT OF A SAMPLE POLICY

STATEMENT OF POLICY

In compliance with the Public Health Clean Indoor Air Regulation, (name of company) shall be entirely smoke free, July 14, 2005.

Smoking will be strictly prohibited within all company work areas and public spaces including conference rooms, reception areas, restrooms, stairwells, hallways, work stations and company owned or leased vehicles. This policy applies to all employees, clients, contractors and visitors.

COMPLAINTS

Persons observing a violation of this policy should bring it to the attention of their supervisor.

INVESTIGATIONS

Supervisors 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 company policies.