

The following is provided for general informational purposes only and is not to be used as a defense in any proceeding related to enforcement. Persons wanting legal advice as to the specific application of the law to their situation should contact their legal counsel and or local authorities who are charged with enforcement.

SAMPLE BUSINESS SMOKING POLICY

[INSERT BUSINESS NAME] Smoking Policy

Smoking shall not be permitted in any enclosed company facility. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges, stairs, restrooms, and all other enclosed facilities. This policy applies to all employees, clients, contractors, and visitors. Smoking shall be permitted only at a reasonable distance of 10 feet outside entrances, operable windows, and ventilation systems of enclosed areas where smoking is prohibited, so as to insure that tobacco smoke does not enter those areas.

Copies of this policy shall be distributed to all employees. No Smoking signs shall be posted in all company facilities.

Those employees who smoke and would like to take this opportunity to quit are invited to call the free Kansas Tobacco Quitline (1-800-QUIT-NOW) for telephone cessation counseling and support. [INSERT any additional cessation resources the company provides.]

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of both smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing this policy.

Signature of CEO or President

Date