

For GY2011 (Oct 1, 2010 to Sept 30, 2011)

TOBACCO-FREE WORKSITE POLICY CHECKLIST

(A sample policy is available on request)

POLICY CHECKLIST

- Prohibits the use of tobacco by all employees.
- Prohibits the use of tobacco by visitors (including clients and vendors).
- Prohibits the use of all forms of tobacco.
- Prohibits the use of all forms of tobacco within the facilities and on all properties (indoors and outdoors) at any time.
- Prohibits the use of all forms of tobacco in worksite vehicles at any time.
- Prohibits the use of all forms of tobacco at any off-property worksite-sponsored meetings or events at any time.

Important Notes:

It is strongly encouraged that all tobacco-free worksite policies contain language similar to "Tobacco use is prohibited by employees and visitors, 24 hours a day, seven days a week in all worksite buildings, on all worksite grounds, at all worksite-sponsored events off worksite-grounds, and in all worksite vehicles."

[Policy checklist modified April 22, 2010]