

## **SAMPLE OF AN OKLAHOMA EMPLOYER'S TOBACCO-FREE WORKSITE POLICY**

Due to the acknowledged hazards arising from the use of tobacco products, it is the policy of \_\_\_\_\_ to provide a tobacco-free environment for all employees, residents and visitors. This policy covers all forms of tobacco products and applies to both employees and non-employee visitors of \_\_\_\_\_. This policy serves as a condition of employment.

### Definitions:

- There will be no use of all forms of tobacco products within the facilities or on the property 24 hours a day, seven days a week.
- This policy applies to all employees, volunteers, clients, visitors, vendors, and others on business at \_\_\_\_\_ 24 hours a day, seven days a week.
- There will be no tobacco use in personal vehicles 24 hours a day, seven days a week while on \_\_\_\_\_ property.
- There will be no tobacco use in worksite vehicles 24 hours a day, seven days a week.
- There will be no tobacco use at any off-property worksite-sponsored meetings or events.

### Procedure:

1. Employees, clients, visitors, vendors, and others on business at \_\_\_\_\_ will be informed of this policy through signs posted in \_\_\_\_\_ facilities and vehicles, the policy manual and orientation and training provided by supervisors.
2. Visitors will be informed of the policy through signs posted at all entrances to the property and/or locations as needed, and it will be explained by their host and the Staff.
3. \_\_\_\_\_ will assist employees who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.
4. Any violations of this policy will be handled through the standard disciplinary procedure. Basically, progressive process of written warning, up to and including termination of employment.
5. To the extent allowed by Oklahoma law, contracts to provide services to the employees and residents of \_\_\_\_\_ entered into on or after the effective date of this policy, shall require contractors to follow the tobacco-free policy of \_\_\_\_\_ in performance of services for \_\_\_\_\_.
6. This policy shall be effective January 1, 2011, for all employees as a condition of employment.