

## **SAMPLE POLICY**

### **STATEMENT OF POLICY**

In compliance with \_\_\_\_\_ County Smoke-Free Worksite Regulation,  
\_\_\_\_\_ shall be entirely smoke free, effective October 7<sup>th</sup>, 2006.

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

Prominent signs communicating the policy will be posted at all entrances of the building.

### **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 violators of other company policies.