

SAMPLE NO-SMOKING POLICY

STATEMENT OF NO-SMOKING POLICY

Smoking is strictly prohibited within all company work areas and public spaces including conference rooms, private offices, reception areas, restrooms, stairwells, hallways and work stations, as well as all other enclosed areas. This policy applies to all employees, clients, contractors and visitors.

No additional breaks beyond those allowed under the Company's break policy may be taken for the purpose of using tobacco products. Employees may smoke outside during breaks.

COMPLAINT PROCEDURE

Persons observing a violation of this policy should bring it to the attention of their supervisor. All complaints received will be investigated as confidentially as possible. All personnel are expected to cooperate fully with any such investigation.

Violations of this policy may result in disciplinary action up to and including discharge.

In addition, civil fines may be imposed for smoking in violation of the law. MCLA 333.126 et seq.

ANTI-RETALIATION POLICY

Retaliation against individuals for reporting violations of this policy or for exercising their rights under the law will not be tolerated. If you believe you are being retaliated against, immediately report it to _____.



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