

# **“ALLOWS SMOKING” DRAFT**

## **Texarkana, Texas Model Policy Prohibiting Smoking**

[NAME OF BUSINESS/ENTITY]

Policy and Procedure

Subject: Smoke-free Workplace Policy

Date: [insert date policy is promulgated]

### **I. PURPOSE**

It is recognized that smoking is dangerous to the health of the smoker and that secondhand smoke is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to secondhand smoke. This applies to all smoking tobacco products, i.e., cigarettes, cigars, and pipes. This policy has been developed to protect individuals from the exposure to secondhand smoke and to ensure a safe working environment. No worker will be required to work in a smoking area, unless s/he approves of it in advance by formal documentation.

### **II. POLICY**

Smoking is only permitted in the separate smoking area that meets all requirements as described in the “Prohibiting Smoking in Indoor Public Places and all Workplaces” Ordinance. (Chapter 15, Offenses and Miscellaneous Provisions, Article I., Sections 15-20.001-15.20.016). Smoking is prohibited in all other areas of the workplace with no exceptions. Smoking is not permitted in any common work areas, elevators, hallways, company vehicles, restrooms, cafeterias, employee lounges, conference and meeting rooms, and all other enclosed areas in the workplace/public place that is not in an approved separate smoking area. The policy applies to all employees, clients, consultants, contractors, and visitors.

### **III. PROCEDURE**

- A. Compliance with the smoke-free policy is mandatory for all employees and persons visiting [INSERT NAME OF BUSINESS/ENTITY].
- B. Any disputes involving smoking will be referred to your immediate supervisor.
- C. Employees who violate this policy are subject to \_\_\_\_\_.
- D. No person or employer shall discharge, refuse to hire, refuse to serve, or in any manner retaliate against any employee, applicant or customer because such employee, applicant or customer takes any action in furtherance of the enforcement of this ordinance or exercises any right conferred by this ordinance.

### **IV. SMOKING CESSATION OPPORTUNITIES**

[INSERT NAME OF BUSINESS/ENTITY] encourages all smoking employees to quit smoking. The Breathe Easy ArkTex (BEAT) Tobacco Control Coalition is available to provide you with contact information for Smoking Cessation resources and self-help materials for those employees who want to quit. For further information about these services please contact BEAT at 870-779-6010.

### **V. QUESTIONS**

Any questions regarding the smoke-free workplace policy should be directed to Texarkana, Texas City Hall at 903-798-3930.

