

SMOKING POLICY

Date: [DATE]

This Smoking Policy ("Policy") by [COMPANY NAME] (the "Company") of [COMPANY ADDRESS] serves to protect all non-smoking employees from secondhand smoke without necessarily limiting the rights of such employees who smoke, to maintain a clean working environment, to maintain a proper company image, and to prevent any potential fire accidents that may occur.

Scope and Limitations

This Policy applies to all employees, interns, and maintenance personnel of the Company, as well as all visitors.

Indoor Smoking is Prohibited

Employees, interns, maintenance personnel, and visitors are not permitted to smoke inside buildings, particularly in poorly ventilated areas such as flammable storage facilities, warehouses, and generally in areas where a no-smoking sign is posted within the compound. There will be designated smoking areas strategically placed throughout the organization where smoking will be permitted.

Designated Smoking Areas

Employees are permitted to smoke in the designated smoking areas listed below:

- Outside parking area
- Outside the building's cafe area
- Outdoor courtyard

Smoking in places other than designated smoking areas is strictly forbidden by the Company and will result in appropriate disciplinary action. Furthermore, smokers must keep designated smoking areas litter-free, which includes properly extinguishing and disposing of cigarette butts and remaining ashes into the appropriate waste receptacles.

Smoking on Duty

Employees, interns, and maintenance personnel are not permitted to smoke while performing their duties and responsibilities during working hours. Furthermore, smoking employees are discouraged from smoking prior to meeting with any prospective clients or visitors. Smoke breaks may be permitted at the discretion of the on-duty manager but must be agreed in advance.

Smoking Signage

Smoking Policy Law Politics And Culture

Robert L. Rabin, Stephen D. Sugarman



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