



Sample Smoke-Free Workplace Policy

General Information

The New York City Smoke-Free Air Act bans smoking and using electronic cigarettes (e-cigarettes) in workplaces. To comply with the law and to protect the health of our employees, [Company Name] has established a smoke-free policy.

Smoke-Free Workplace Policy

Smoking and using e-cigarettes are not allowed in any parts of the workplace, including all indoor areas and company-owned vehicles.

Under this policy, [Company Name] will clearly post separate “No Smoking” and “No E-Cigarette Use” signs at all entrances, stairwells and other visible places. Ashtrays are not permitted in any indoor area.

Definition of E-Cigarettes

E-cigarettes include e-hookahs, e-cigars, vape pens and similar products. The use of e-cigarettes of any kind is not allowed in the workplace under this policy.

Compliance

All employees and visitors are required to comply with the [Company Name] smoke-free workplace policy. Employees who violate this policy may face disciplinary action. Violations of the smoke-free workplace policy will follow the company’s procedure for resolving other work-related issues.

If employees wish to report violations of this policy, they can call [company department and phone number]. Employees can also report violations of the Smoke-Free Air Act by calling 311.

The law forbids employers from punishing employees who support and enforce the Smoke Free Air Act and/or the company smoke-free workplace policy. This includes employees who ask for management’s help in carrying out the law.

Quit Smoking

[Company Name] supports all employees who want to quit smoking. Employees can call the New York State Quitline at 1-866-NY-QUITS, visit nysmokefree.com or call 311 for more information.

Questions

Contact [company department and phone number for handling inquiries] for more information about the [Company Name] smoke-free workplace policy.