

Breathe easy, you're in **Maine.**



This Smoke-Free Workplace Policy is rated as GOOD.

This sample policy complies with Maine's Workplace Smoking Act of 1985.

(Insert workplace name here) is dedicated to providing a healthy and productive work environment. As required by law (22 M.R.S.A. § 1580-A), it will be our policy to provide a smoke-free workplace, effective (insert date). This policy applies to all employees, clients, contractors, and visitors. The Workplace Smoking Act of 1985 applies to all enclosed areas of business facilities in Maine where employees perform work and for which the employer is responsible.

"The scientific evidence indicates that there is no risk-free level of exposure to secondhand smoke." *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. Atlanta GA: U.S. DHHS CDC Office on Smoking and Health 2006.

This policy is being posted and copies are being made available to anyone who requests one. The policy will be supervised by the management of (insert workplace name here) in accordance with Maine State law.

Effective (insert date), smoking of tobacco products is banned in:

- all enclosed areas where work is performed, as well as in all rest rooms, all meeting rooms, all lunch rooms and all private offices
- all employer-owned and all employer-leased vehicles used by employees
- all employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons

Smoking of tobacco products is only allowed outdoors. Smoking can only occur in outdoor locations that are at least 20 feet from any workplace entryway, vent, window or doorway. Smoking is never allowed in any location that allows smoke to circulate back into the building. (22 M.S.R.A. § 1580-A)

No Smoking signs will be posted at all building entrances and throughout the building. In addition, this policy will be included in training manuals and new employee orientation.

This workplace understands that tobacco is a legal product, and further recognizes that as an employer, this workplace may not require that employees or prospective employees refrain from tobacco use when not at work, and will not discriminate against employees who use tobacco outside of employment.

The success of this policy will depend on the courtesy and cooperation of both tobacco smokers and nonsmokers. Each of us is responsible for following and helping enforce the policy. Problems should be brought to the attention of the appropriate supervisor. Violations of this policy will be handled through the established disciplinary procedures.

Company Representative

Date

Breathe easy, you're in **Maine.**



This Smoke-Free Workplace Policy is rated as **BETTER.**

This sample policy complies with Maine's Workplace Smoking Act of 1985 and exceeds Maine law by its inclusion of a ban on tobacco smoking on the entire property, including within personal vehicles.

(Insert workplace name here) is dedicated to providing a healthy and productive work environment. As required by law (22 M.R.S.A. § 1580-A), it will be our policy to provide a smoke-free workplace, effective (insert date). This policy applies to all employees, clients, contractors, and visitors. The Workplace Smoking Act of 1985 applies to all enclosed areas of business facilities in Maine where employees perform work and for which the employer is responsible. This policy also bans tobacco smoking in all outdoor areas of the workplace property at all times, 365 days per year, 24 hours a day.

"The scientific evidence indicates that there is no risk-free level of exposure to secondhand smoke." *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. Atlanta GA: U.S. DHHS CDC Office on Smoking and Health 2006.

This policy is being posted and copies are being made available to anyone who requests one. The policy will be supervised by the management of (insert workplace name here) in accordance with Maine State law.

Effective (insert date), smoking of tobacco products is banned in:

- all enclosed areas where work is performed, as well as in all rest rooms, all meeting rooms, all lunch rooms and all private offices
- all outdoor locations, including outdoor eating areas, parking lots and within vehicles including personal vehicles whenever such vehicles are parked on company property
- all employer-owned and all employer-leased vehicles used by employees at all times
- all employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons at all times

No Smoking signs will be posted at the entrance to all workplace property, at all building entrances and throughout all buildings that comprise the workplace. In addition, this policy will be included in training manuals and new employee orientation.

This workplace understands that tobacco is a legal product, and further recognizes that as an employer, this workplace may not require that employees or prospective employees refrain from tobacco use when not at work, and will not discriminate against employees who use tobacco outside of employment.

The success of this policy will depend on the courtesy and cooperation of both tobacco smokers and nonsmokers. Everyone is responsible for following and helping to enforce the policy. Problems should be brought to the attention of the appropriate supervisor. Violations of this policy will be handled through the established disciplinary procedures.

Company Representative

Date

Breathe easy, you're in **Maine.**



This Tobacco-Free Workplace Policy is rated as BEST.

This sample policy complies with Maine's Workplace Smoking Act of 1985. This policy exceeds Maine law by its inclusion of a ban on the use of all tobacco products, including cigarettes, cigars, smokeless tobacco products, and any new tobacco products of any and all types on the entire property under the control of the management of this worksite, including within personal vehicle while on the property.

(Insert workplace name here) is dedicated to providing a healthy and productive work environment. As required by law (22 M.R.S.A. § 1580-A), it will be our policy to provide a smoke-free workplace, effective (insert date). This policy applies to all employees, clients, contractors, and visitors. The Workplace Smoking Act of 1985 applies to all enclosed areas of business facilities in Maine where employees perform work and for which the employer is responsible. This policy also bans tobacco smoking in all outdoor areas of the workplace property at all times, 365 days per year, 24 hours a day.

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Since the use of tobacco products is the single, greatest cause of premature death and disability in the United States and in Maine, this policy exceeds the requirements of Maine State law by banning the use of any and all tobacco products at all times and in all locations that comprise this workplace.

The management of (insert workplace name here) is dedicated to promoting health and wellness and recognizes that tobacco is an extremely addictive substance. This workplace will provide education on the impact of tobacco use with the purpose of raising awareness of the effects of tobacco use. This workplace will promote the use of all available resources, including the Maine Tobacco HelpLine (1-800-207-1230) to assist those tobacco users who wish to cease their use of such products.

This policy will be posted and copies will be made available to anyone who requests one. The policy will be supervised by the management of (insert workplace name here) in accordance with Maine State law.

Effective (insert date) the use of all tobacco products is banned in:

- all enclosed areas where work is performed, as well as in all rest rooms, all meeting rooms, all lunch rooms and all private offices.
- all outdoor locations, including outdoor eating areas, parking lots and within vehicles including personal vehicles whenever such vehicles are parked on company property.
- all employer-owned and all employer-leased vehicles used by employees at all times.
- all employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons at all times.

Signs detailing the requirements of this policy will be posted at the entrance to all workplace property, at all building entrances and throughout all buildings that comprise the workplace. In addition, this policy will be included in training manuals and new employee orientation.

This workplace understands that tobacco is a legal product, and further recognizes that as an employer, this workplace may not require that employees or prospective employees refrain from tobacco use when not at work, and will not discriminate against employees who use tobacco outside of employment.

The success of this policy will depend on the courtesy and cooperation of both tobacco users and nonusers. Everyone is responsible for following and helping to enforce the policy. Problems should be brought to the attention of the appropriate supervisor. Violations of this policy will be handled through the established disciplinary procedures.

Company Representative

Date