

## **Sample Smoking Policy for Worksites**

### **Purpose**

To provide a clean and healthy environment for our employees, customers, and visitors, recognizing that secondhand smoke from tobacco has direct adverse effects on the health of smokers and nonsmokers alike, and in accordance with Article 13-E of the New York Public Health Law.

### **Policy**

Smoking shall not be permitted, and no person shall smoke in any indoor work area. This includes hallways, meeting rooms, cafeterias, private and non-private offices, shops, warehouses, and vehicles used for business.

*[You may wish to indicate where smoking is allowed outside your facility.]*

“Smoking” or “No Smoking” signs, or the international “No Smoking” symbol shall be prominently posted and properly maintained where smoking is regulated by the (insert who will be responsible for signage).

### **Enforcement**

This policy applies to all employees, suppliers, visitors, and customers. Individuals violating this policy shall be reminded of the law and asked politely to step outside to smoke (except where smoking on the grounds is prohibited). The person(s) in charge must make a good faith effort to prevent smoking in prohibited areas. Employees may be subject to disciplinary action if warnings are ignored.

## Sample Smoking Policy for Restaurants and Bars

### **Purpose**

To provide a clean and healthy environment for our employees, customers, and visitors, recognizing that secondhand smoke from tobacco has direct adverse effects on the health of smokers and nonsmokers alike, and in accordance with Article 13-E of the New York Public Health Law.

### **Policy**

Smoking shall not be permitted, and no person shall smoke in any indoor area. This includes the bar, dining room, office(s), kitchen, storage room, restrooms, and vehicles used for business.

#### *[For Restaurants]*

Smoking is prohibited in “outdoor” areas where a roof or ceiling enclosure exists. Up to 25% of seating in outdoor areas with no roof or ceiling enclosure may be smoking.

The smoking area will be at least three feet away from the outdoor area designated for nonsmoking, and the area shall be clearly designated with written signage as a smoking area.

“Smoking” or “No Smoking” signs, or the international “No Smoking” symbol shall be prominently posted and properly maintained where smoking is regulated by the (insert who will be responsible for signage).

#### *[For Bars]*

Smoking is permitted in all outdoor areas including areas covered by a roof or ceiling. Smoking is prohibited in “outdoor” areas enclosed on the sides in addition to a roof or ceiling.

“Smoking” or “No Smoking” signs, or the international “No Smoking” symbol shall be prominently posted and properly maintained where smoking is regulated by the (insert who will be responsible for signage).

### **Enforcement**

This policy applies to all employees, customers, suppliers, and visitors. Individuals violating this policy shall be reminded of the law and asked politely to step outside to smoke. The person(s) in charge must make a good faith effort to prevent smoking in prohibited areas. Police will be called if the violator is belligerent or threatening physical harm.