

## Tobacco-Free/Nicotine-Free Policy

### Policy

The use of all tobacco and nicotine products is strictly prohibited. Prohibited tobacco and nicotine products include but are not limited to: tobacco or tobacco-like products, and all nicotine products not regulated or approved by the Food and Drug Administration (FDA) for tobacco cessation (examples include but are not limited to cigarettes, electronic smoking devices (ESD), cigars, chewing tobacco, snuff, pipes, snus, emerging tobacco products, vape, etc.). This policy applies at all times.

Areas covered by this policy include: *(keep all that apply, delete those that don't)*

- o any and all buildings, owned, leased, rented and areas maintained by *[business]*
- o vehicles owned or leased by *[business]*
- o any grounds, parking lots, ramps, plazas or contiguous sidewalks
- o vehicles of any employee, contractor, vendor or visitor when on *[business]* property
- o The distribution or sale of all tobacco products

There are no designated smoking areas within any location *or on any grounds*. Ash receptacles and spittoons are not available on company property.

All employees, while representing the company, shall not use tobacco products. Adherence to this policy requires that tobacco users refrain from using these products while on campuses and when at work/on company business.

All persons (employees, visitors, vendors, contract workers, volunteers, etc) are expected to comply with this policy.

The policy complies with the Iowa Smokefree Air Act in the Iowa Code. [smokefreeair.iowa.gov](http://smokefreeair.iowa.gov)

### Responsibility

All employees share in the responsibility for enforcing the policy.

### Procedures

- All persons are asked to extinguish and/or cease from using all tobacco, nicotine, or tobacco-like products before coming onto property.
- Visitors or other non-employees will be politely informed of any policy violation and asked to cease use or leave the property.
- Applicants and interviewees will be advised that *[business]* is a tobacco-free worksite. As a part of the application process each applicant will acknowledge in writing that they understand *[business]*'s policy and attest that they do not use tobacco as a requirement for further consideration.
- Employees who violate the policy will be subject to disciplinary action up to and including termination.

**Effective Date:** \_\_\_\_\_

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To ensure the business has a strong tobacco-free/nicotine-free policy, and to qualify for free window clings and outdoor signage, the policy must explicitly include all of the following:

- ✓ Policy must extend to all types of tobacco, nicotine and ESD products (i.e. not only cigarettes; include all tobacco, ESDs and nicotine products not approved by the FDA for cessation.)
- ✓ Policy must extend to employees & visitors
- ✓ Policy must apply at all times
- ✓ Policy must extend to company vehicles
- ✓ Policy must extend to entire business property to receive outdoor signage

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