

Tobacco-Free/Nicotine-Free Policy

BUSINESS NAME: _____

POLICY

The use of any tobacco, vape, or nicotine product is strictly prohibited. Prohibited tobacco, vape, and nicotine products include but are not limited to: cigarettes, cigars, chew, other tobacco or tobacco-like products, vapes, and all nicotine products not approved by the Food and Drug Administration (FDA) for tobacco cessation.

- This policy applies at all times.
- This policy applies to all vehicles owned or leased by the business.
- This policy applies to all enclosed areas within the business.
- All persons (employees, visitors, vendors, contract workers, volunteers, etc.) are expected to observe this policy.

The policy complies with the Iowa Smokefree Air Act in Iowa Code. hhs.iowa.gov/smokefreeair

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 this is a tobacco-free/ nicotine free worksite.
- Employees who violate the policy will be subject to disciplinary action up to and including termination.

Effective Date: _____

Approved by _____

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