



Smoke-Free Workplace Policy

The following Smoke-Free Workplace Policy template has been drafted to assist Lee's Summit businesses in the creation of their own Smoke-Free Workplace Policy. Businesses may draft their own Policy or make personalized additions to the following template.

I. Policy

Smoking is prohibited in all enclosed workplace areas, with limited exceptions. Smoking is prohibited anywhere at (YOUR COMPANY'S NAME) including, but not limited to, all common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles and all other enclosed areas. The Smoke-Free Workplace Policy applies to all employees, clients, consultants, contractors, vendors and visitors.

II. Procedure

- Compliance with the Smoke-Free Workplace Policy is mandatory for all employees and persons visiting (YOUR COMPANY'S NAME).
- To support the policy of not allowing smoking in enclosed workplace and public areas, (YOUR COMPANY'S NAME) has posted "No Smoking" signs at all facility entrances. All ashtrays and other smoking receptacles shall not be located in any area where smoking is prohibited by this policy.

III. Questions

Questions regarding the Smoke-Free Workplace Policy should be directed to the appropriate workplace contact, or the City of Lee's Summit Codes Administration Department at 816-969-1200.