

B4H: TB & HIV World **No Tobacco Day** Friday May 31, 2019



Tobacco-Free Workplace Policy Guide

Use this policy guide, to create your own tobacco-free workplace policy.

[COMPANY]'s TOBACCO-FREE POLICY

Effective [DATE], [COMPANY] is implementing a business-wide tobacco-free policy for all employees, customers, and visitors in order to provide a clean, healthy, productive, and safe environment for all.

This policy is designed in compliance with the PAPUA NEW GUINEA, Tobacco Control Act 2016. No.53 of 2016. Certified on: 26 JAN 2017. Download the Tobacco Control Act [HERE](#)...

I. POLICY

This policy is in effect during and after work hours and will apply to:

All [COMPANY] employees on all shifts; customers, vendors, clients, consultants, contractors, and all other visitors; and Members of committees, including our Board of Directors.

Smoking and tobacco use of any kind will be prohibited on all [COMPANY] owned and/or leased locations/ premises; all internal and external areas, parking garages, and parking lots; all entrances and exits; and all company owned and/or leased vehicles.

Additionally, the policy will be in place at all company sponsored events—both on our premises and at external locations.

Employees who choose to use tobacco products must do so on their scheduled breaks or meal periods and off company property.

No ashtrays are permitted in any indoor or outdoor area on company premises.

II. PROCEDURE

Copies of this policy shall be distributed to all current and future employees, posted on the premises and available for inspection upon request.

[COMPANY] shall not discharge, refuse to hire, or in any manner retaliate against an employee, applicant, or customer who exercises any rights afforded by this policy, or anyone who reports or attempts to prosecute a violation of this policy.

Compliance with this policy is mandatory and policy violations by employees will be subject to the standard disciplinary actions of the company.

Any disputes involving the policy should be handled through the company's established procedures for resolving other work-related problems.

If the problem persists, an employee can speak to [NAME OF APPROPRIATE WORKPLACE CONTACT] _____ or the [AGENCY OR National Department of Health at _____