

(COMPANY LOGO)

(Company Name) Tobacco Policy

In accordance with the "Louisiana Smoke-Free Air Act" (Act No. 815), effective January 1, 2007, and to protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, the (Company Name) shall be entirely smoke free effective (date).

Additionally, effective (date), the use of all tobacco products, including chewing tobacco, is banned from the (Company) workplace, except as designated in this policy.

Smoking is prohibited in all of the enclosed areas within the (Company) worksites, without exception. This includes common work areas, the manufacturing facilities, classrooms, conference and meeting rooms, private offices, hallways, the lunchrooms, stairs, restrooms, employer owned or leased vehicles, and all other enclosed facilities.

The only designated smoking area in (Company) is (outdoors, on the far west end of the building, within the fenced-in area.) No one may smoke along any path way or walk way leading to or from the designated smoking area, nor may employees smoke at the picnic tables nor outdoors in any of the grassy areas or the parking lots.

Additionally, employees may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking employees are subjected to smoke that they must walk through to reach their vehicle or any other destination on the (Company) premises.

While the (Company) makes these areas available to smokers, it in no way endorses tobacco use.