

Sample Policy

STATEMENT OF POLICY

In compliance with Grand Rapids Indoor Clean Air Ordinance, [name of company] shall be entirely smoke free, effective [Date].

Smoking will be strictly prohibited within all company work areas and public spaces including conference rooms, reception areas, restrooms, stairwells, hallways and work stations. This policy applies to all employees, clients, contractors and visitors.

Prominent signs communicating the policy will be posted at all entrances of the building.

COMPLAINTS

Persons observing a violation of this policy should bring it to the attention of their supervisor.

INVESTIGATIONS

Supervisors receiving a complaint will investigate and take action to resolve the issue as soon as possible.

VIOLATORS

Persons found to have violated this policy will be subject to disciplinary action(s) in the same manner and magnitude as violations of other company policies.