

# **POLICY FOR A SMOKE-FREE WORKPLACE**

**September 1, 2008**

\_\_\_\_\_ (name of business) \_\_\_\_\_ **NO SMOKING POLICY**

In compliance with the Derby Clean Indoor Air Ordinance (Ord. 1946), smoking shall be prohibited in all enclosed facilities within a place of employment without exception. This includes work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, and all other enclosed facilities.

Copies of this policy shall be distributed to all employees. Signs shall be posted at all building entrances.

All employees share in the responsibility for adhering to and enforcing this policy.

\_\_\_\_\_  
Signature of Business Owner or Employer