POLICY FOR A SMOKE-FREE WORKPLACE

July 1, 2010

(name of business) NO SMOKING POLICY

In compliance with the Derby Clean Indoor Air Ordinance (Ord. new #), smoking is prohibited in all enclosed facilities within a place of employment without exception. This includes work areas, auditoriums, classrooms, hotel rooms, meeting rooms, private offices, elevators, hallways, health care facilities, employee lounges, eating areas, stairs, restrooms, and all other enclosed facilities.

Copies of this policy shall be distributed to all employees. Signs shall be posted in conspicuous places.

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

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Signature of Business Owner or Employer