



## Purpose:

ACTIVE Life is committed to providing a safe and healthy worksite and promoting the health and well-being of its employees. The personal health hazards related to all tobacco products have been well documented. The health hazards related to smoking impact both the smoker and non-smoker who are exposed to second-hand smoke. We care about the health of each and every employee, and it is our intent to provide all employees with a work environment conducive to good health.

## Definitions:

**Employees** - regular employees (whether full or part-time), temporary employees, and interns.

**Tobacco use** – use of cigarettes, cigars, chewing tobacco, snuff, pipes, snus, electronic smoking devices and any non-FDA approved nicotine delivery device.

**Worksites** - any property where an employee conducts business for ACTIVE Life. This includes buildings, grounds, parking lots, and in employee owned or leased vehicles when conducting ACTIVE Life business.

## Policy:

Tobacco use is prohibited at all worksites.

Littering of tobacco-related products on the grounds or parking lots of all worksites is also prohibited.

ACTIVE Life strives to be a good neighbor in the community, and as such we discourage the use of tobacco products on the property of nearby businesses and residences.

## Scope of Coverage:

This policy applies to all employees at all times while on any worksites. It will be clearly communicated to employees and prospective employees.

## Enforcement:

- Self-enforcement is expected.
- All employees are encouraged to communicate the tobacco-free worksite policy with courtesy and diplomacy to other employees.
- Violations may be reported by employees to their supervisor/manager or the supervisor/manager of the employee breaching the policy.
- Compliance with the tobacco-free worksite policy is mandatory for all employees, with no exceptions. Violations will be enforced through established ACTIVE Life personnel policies and procedures.

---

**Employee Signature**

---

**Title**

---

**Date**

---

**Active Life Witness**

---

**Title**

---

**Date**