



# WORKPLACE SMOKING POLICY



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(company name)

Purpose: A smoke-free policy has been developed to comply with the New York State Clean Indoor Air Act (Article 13-E of the New York State Public Health Law), and to protect all employees and visitors from secondhand smoke, an established cause of cancer and respiratory disease. The policy set forth below is now effective for all dealership locations.

Smoke-Free Areas: All indoor areas of this workplace are smoke-free without exception

Compliance: Compliance with the smoke-free workplace policy is mandatory for all employees and persons visiting the company, with no exceptions. Employees who violate this policy are subject to disciplinary action. Any disputes involving smoking should be handled using the company's procedure for resolving other work-related problems. The law prohibits employers from retaliating against employees who invoke the law or who request management's assistance in implementing it in the workplace.

Cessation Support: This dealership encourages all smoking employees to quit smoking. Smoking cessation information is available from the New York Smokers' Quit Line at 1-866- NY-QUITS (1-866-697-8487).

Questions: Any questions regarding the smoke-free workplace policy should be directed to the Human Resource Department/Personnel.



SAFE T FIRST

The Niagara Frontier Automobile Dealers Association provides this notice as a member service. For information on Safety, Health and Environmental programs, contact your dealership's STF Coordinator or the NFADA: 716-631-8510 or [www.nfada.com](http://www.nfada.com)