

APPENDIX A

SAMPLE TOBACCO-FREE POLICY for Libraries

RATIONALE & GOAL

Tobacco use is the leading cause of preventable death and disability in the United States. The U.S. Surgeon General has stated that there is no risk-free level of exposure to secondhand smoke; even brief exposure can be dangerous. The Environmental Protection Agency classifies secondhand smoke as a known human carcinogen. Electronic cigarettes emit an aerosol that can contain toxic substances including known human carcinogens. Tobacco product consumption produces hazardous byproducts and waste which, when littered, is toxic to people and the environment.

[Library Name] desires to provide a healthy, comfortable, and safe working environment for employees, vendors and visitors. The goal of this tobacco-free policy is to create a healthy and respectful environment by reducing exposure to secondhand smoke and toxins emitted by electronic cigarettes, and to promote tobacco cessation.

DEFINITIONS

"Tobacco product" means any product made or derived from tobacco, or which contains nicotine, such as cigarettes, pipes, cigars, cigarillos, hookah and smokeless tobacco products such as chew, spit, dip and snuff; herbal cigarettes.

"Electronic Cigarette" means any electronic device that, when activated, produces an aerosol that may be inhaled, whether or not the aerosol contains nicotine, such as e-cigarettes and vape pens. "Electronic Cigarette" does not include products approved by the Federal Drug Administration for tobacco cessation.

SCOPE

NYS Public Health Law prohibits tobacco product use within one hundred feet of the entrances, exits or outdoor areas of any public or association library.

This policy expands the public health law provision to also prohibit the use of electronic cigarettes.

This policy applies to all **[Library Name]** employees, contractors and visitors.

COMPLIANCE

Adherence to this policy is the responsibility of all **[Company Name]** employees, clients, and visitors. Employees who do not conform to this policy are subject to disciplinary action.

Questions related to the policy and reports of non-compliance can be directed to

[Department and Title of Contact: _____]

EFFECTIVE DATE This policy will go into effect on June 18, 2019.