



Announcing Your New Policy

Dear Employee,

WE'RE GOING SMOKEFREE!

In recent years, the research has clearly determined that secondhand smoke causes disease including lung cancer and heart disease; the nation's two leading causes of death. Partial separation, such as closed doors or partitions, as well as ventilation systems does not eliminate this risk. Allowing the existence of indoor smoking areas is inconsistent with the need for a healthy environment for all of our employees.

In light of this information, starting _____ smoking will be prohibited in the building (including offices, waiting areas, rest rooms, elevators, meeting rooms, stairwells, and all other areas).

We want to emphasize our support for our employees who smoke cigarettes. Surveys suggest that 2 out of 3 smokers want to quit. A smokefree workplace can make quitting a little easier. We encourage smoking employees to consider taking this opportunity to break free from tobacco addiction. Call the Health Office for information regarding available smoking cessation treatment resources. Finally, your health plan is now fully covering cessation prescriptions such as the nicotine patch to help you and your family become smokefree forever.

In good health,

Management