

Preparing for a Smoke-Free Illinois Sample Memo

To: All (Company name) employees

From:

Date:

Re: (Company name) Smoke-Free Policy

As an employer, management is dedicated to providing a healthy, comfortable and productive work environment for all employees. The Environmental Protection Agency declared secondhand smoke to be a "Class A carcinogen" known to cause cancer in non-smokers. Additionally, the U.S. Surgeon General concluded that the simple separation of smokers and non-smokers within the same air space does not eliminate the exposure of non-smokers to secondhand smoke.

In light of these findings and the new Smoke-Free Illinois Act which takes effect on January 1, 2008, (company name) shall be entirely smoke-free effective (effective date). For your convenience, (company name) has created an outdoor smoking area located (location/description of outdoor smoking area).

(Company name) acknowledges that tobacco use is a matter of personal choice and is not requiring tobacco users to quit. The new policy only states that there be no smoking in company buildings and within 15 feet from doorways, windows, and vents.

National studies do show, however, that an average of 70% of smokers would like to quit. As a result, (company name) would like to provide ongoing support to those who are interested in quitting tobacco. A variety of options will be made available to employees who are interested in quitting. In the meantime, employees may utilize the Illinois Tobacco Quitline by calling the toll free number 1-866-QUIT-YES.

Copies of the policy will be distributed to all employees. Signs will be posted in appropriate places. All tobacco vending machines and ashtrays will be removed as of (date).

As we move toward a smoke-free work environment, smokers and nonsmokers need to work together to ensure a safe and healthy workplace. Between now and (effective date), you will receive more information to ensure that implementation of the policy goes smoothly.