

Seven Steps to Implement a Smoke-Free & Vape-Free Policy

Creating a smoke-free and vape-free workplace or property protects health, reduces costs, and creates a cleaner, safer environment for employees, residents, customers, and visitors.

1. Assess Your Needs

Evaluate where smoking and vaping occur and gather feedback from employees, tenants, or other stakeholders.

2. Develop Your Policy

Decide what your policy will cover, including:

- Smoking
- Vaping/e-cigarettes
- Outdoor areas
- Entrances and exits
- Common spaces
- Company or property vehicles, if applicable

3. Communicate the Change

Provide advance notice, explain why the policy is being implemented, when it takes effect, and where people can find more information or quit resources.

4. Prepare for Implementation

Update employee handbooks, leases, policies, or rules. Install signage and ensure supervisors or property managers understand the policy and enforcement process.

5. Put the Policy into Effect

Establish an effective date and apply the policy consistently. For residential properties, include the policy in new and renewing leases and provide advance notice for existing residents.

6. Educate and Enforce

Post clear smoke-free and vape-free signs, remind employees or residents of the policy, address concerns respectfully, and enforce the policy consistently.

7. Promote Your Commitment

Highlight your smoke-free and vape-free environment in job postings, rental listings, websites, and other marketing materials.

Did You Know?

New Hampshire's Indoor Smoking Act prohibits smoking in most enclosed workplaces and many public places. Employers and property owners may choose to adopt stronger policies that also prohibit vaping, smoking near entrances, or the use of tobacco and nicotine products throughout their property.