

Indoor Smoking Enforcement Policy

Date: [Insert Date]

To: All Employees

From: [Your Company Name]

Subject: Enforcement of Indoor Smoking Policy

Dear Team,

As part of our commitment to providing a healthy and safe workplace, we would like to remind everyone of our Indoor Smoking Policy, which is in effect immediately. Our policy prohibits smoking in all indoor areas of our workplace, including:

- Offices
- Meeting Rooms
- Common Areas
- Restrooms
- Hallways

To ensure compliance, we will be implementing the following enforcement measures:

1. Regular inspections of indoor spaces.
2. Clear signage indicating no smoking areas.
3. Immediate reporting and documentation of violations.
4. Progressive disciplinary actions for repeat offenders.

We appreciate your cooperation in maintaining a smoke-free environment. Should you have any questions or require further clarification regarding this policy, please do not hesitate to reach out to your supervisor.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]