

FEDERATION OF STATE MEDICAL BOARDS  
OF THE UNITED STATES, INC.

EMPLOYEE POLICY MANUAL

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Reviewed and Effective  
January 1, 2017

## **SMOKE FREE WORKPLACE**

FSMB is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of its employees. Motivated by our desire to provide a healthy work environment for our employees, the following smoke-free policy has been adopted and shall apply to all employees of the Federation of State Medical Boards.

With the exception of the designated smoking area, smoking is prohibited on FSMB property and the parking lot. This applies to smoking as the “act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind” and includes the use of high-tech smoking devices (commonly referred to as electronic cigarettes, or “e-cigarettes”).

The Smoke-Free Workplace Policy applies to:

- All Federation buildings, parking lots and property, including property surrounding FSMB building.
- All company-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the company.
- All visitors (customers and vendors) to company premises.
- All contractors and consultants and/or their employees working on company premises.
- All temporary employees.
- All interns.

Employees who violate this smoking policy will be subject to disciplinary action up to and including immediate termination.