

\*Disclaimer: This SAMPLE Company Tobacco Sales Policy FORM is provided

as a service of The *We Card* Program, Inc. It is NOT intended to provide legal

advice or analysis. This SAMPLE Company Tobacco Sales Policy FORM is not

intended to be a complete representation of all federal, state law or local law,

or federal Food & Drug Administration (FDA) regulations, which may contain

additional requirements relating to tobacco product sales not mentioned in this

SAMPLE, and users should not rely on this SAMPLE Company Tobacco Sales

Policy as complete or accurate descriptions of applicable federal, state or local

law, or FDA regulations. The *We Card* Program, Inc. encourages users to amend

and adapt this FORM, with the assistance and advice of counsel, to reflect each

state’s unique laws. Check with local authorities for variations from state law.

Content updated as of 7/1/18

**Use this SAMPLE to customize for your company.**

* Get every employee who handles customer transactions to read and sign this document.
* Keep a copy for your employee files.

**COMPANY TOBACCO SALES POLICY**

**&**

**Employee Acknowledgement of Company Policy**

Our Company has a youth access to tobacco and vaping product policy that is designed to prohibit the sale of tobacco and vaping products to customers under the legal age.

Our Company requires all store-level employees involved in customer transactions to comply with the Food and Drug Administration (FDA) Regulations and applicable state and local laws governing the prevention of tobacco sales to minors.

Store level employees must adhere to FDA Regulations, state and local laws, including:

* **Deny sales to minors\*** -- according to minimum-age laws of the state or local government – of FDA regulated products (SEE Restricted Products section).

**State Minimum Age Laws**

18 yr – most states

19 yr – in AL, AK, UT and some localities

21 yr – in CA, HI, NJ, OR, ME, New York City, Boston,

Kansas City, Chicago, Cleveland and many other localities.

* **Check proof of age** for anyone under 27 years old – each-and-every time – by verifying that any person buying FDA-regulated products is of legal age to purchase by means of photo- graphic identification (photo ID) containing the bearer’s date of birth.
* **Decline a sale** when the customer is underage, has no photo ID, the photo ID contains no date-of-birth or the photo ID has expired.

Our Company agrees to comply with FDA regulations that apply to the FDA regulated tobacco products and their corresponding restrictions of:

* Cigarettes, cigarette tobacco and roll-your-own tobacco
  + Do NOT break open cigarette packages to sell products in smaller amounts.
  + Do NOT sell single cigarettes, also called “loosies.”
  + Do NOT sell cigarette packages containing fewer than 20 cigarettes.
  + Do NOT sell flavored cigarettes, cigarette tobacco or roll-your-own tobacco (other than menthol or tobacco)
  + Only sell in a direct face-to-face exchange\*.
* Smokeless tobacco
  + Do NOT break open packages to sell products in smaller amounts.
  + Only sell in a direct face-to-face exchange\*.
  + Do NOT sell without a health warning label.
* Cigars
* Hookah & Pipe tobacco
* Dissolvable tobacco products
* Electronic Nicotine Delivery System (ENDS), which are products such as:
* e-cigarettes
* e-hookah
* ecigars
* vape pens
* advanced refillable personal vaporizers
* electronic pipes
* Components and Parts, such as:
  + e-liquids\*\*
  + atomizers
  + batteries (with or without variable voltage)
  + cartomizers (atomizer plus replaceable fluid-filled cartridge)
  + digital display/lights to adjust settings
  + clearomisers
  + tank systems
  + flavors
  + vials that contain e-liquids
  + programmable software
* **Do NOT give away free samples** of any of these FDA regulated products or components and parts. EXCEPTION: Free samples of smokeless tobacco in limited are only allowed in a “qualified adult-only facility” -- where no person younger than 18 is permitted to enter or be present (or a higher minimum-age if your state or locality has a higher age limit.)
* **Do NOT sell in vending machines** UNLESS you operate a “qualified adult-only facility” -- where no person younger than 18 is permitted to enter or be present (or a higher minimum-age if your state or locality has a higher age limit.)

Excluded from FDA regulation are accessories, such as: ashtrays, spittoons, hookah tongs, cigar clips and stands, pipe pouches, humidors.

\*The sale of cigarettes, cigarette tobacco and smokeless tobacco through vending machines and self-service displays are allowed in adult-only facilities where no person younger than 18 is permitted to enter or be present (or a higher minimum-age if your state or locality has a higher age limit.)

Our Company will provide customer transaction-focused training to store employees who must responsibly retail tobacco products, including preventing tobacco sales to underage customers.

Employees must make every reasonable effort to properly identify and deny tobacco sales to minors.

Employees are personally responsible for any citations and fines as a result of their violation of state or local laws.

Employees in violation of this Policy will be subject to disciplinary action from the Company.

Employees have the right to deny a tobacco sale to a customer if there is any question that making the sale would violate the law.

Unless otherwise required by law, Company employees must require one of the following current and valid photo-ID cards to establish a customer’s legal age to purchase tobacco or tobacco-related products.

1. State-Issued Driver’s License;

2. State-Issued Identification Card;

3. Passport;

4. Military-Issued Identification Card

Company employees must promptly inform their supervisor if they become aware of violations of laws that prohibit:

1. The purchase or attempted purchase of tobacco (FDA regulated products) by minors;

2. Persons from supplying tobacco to minors;

3. Theft of tobacco; and

4. The alteration or misuse of a government-issued ID card in connection with an attempt to purchase tobacco.

Company employees should know that the FDA and state and local authorities may conduct compliance checks of a store and an employee’s actions to determine if the requirements - of asking for identification of customers under the age of 27 and the subsequent denial of tobacco sales to any underage customer – are being met. Other inspections by government representatives may also occur at the store level to determine if other regulations and laws are followed - such as the proper posting of any state-required signs or the illegal offering of single cigarette sales.

The Company may also conduct unannounced mystery shops of its stores and employees to determine whether or not this Policy and laws and regulations are being followed.

Failure to follow the Company policy, by not carding individuals who are under 27 years old or selling to a minor, could result in the following:

• Store fines

• Loss of your store’s tobacco license

• Company discipline

• Personal fines

Responsible retailing of tobacco products is a daily activity for our Company and our employees, and we are committed to executing that responsibility.

**Employee Acknowledgement of Company Policy**

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*Employee Name (please print full name)*

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*Employee Signature Date*