

# TOBACCO-FREE POLICY EXAMPLE

According to the Centers for Disease Control and Prevention (CDC), a 100% smoke-free and tobacco-free campus policy is the most comprehensive and provides the best health and safety benefits for employees and the public. Your policy will be clearer, more consistent, easier to enforce, and more effective in achieving its objectives if it is applied in the most comprehensive manner possible, with no or minimal exceptions.

Because each organization has its own policy needs and requirements, this document is intended to provide menu of policy considerations that may be used to help you achieve a clear and comprehensive tobacco-free policy. According to the CDC, an effective policy may include the following components:

- Description, purpose, and/or rationale for the policy
- Applicability or scope
- Physical boundaries of the policy
- Comprehensive definition of products covered under policy
- Clear statement(s) of policy prohibitions
- Procedure for communicating the policy
- Compliance guidelines, responsibilities, and consequences
- Tobacco cessation assistance
- Policy review

## **Description**

This policy promotes the health and safety of [ORGANIZATION] employees, clients, patients, and visitors by establishing a smoke/tobacco-free workplace.

## **Purpose/Rationale**

Creating smoke and tobacco-free environments protects employees and the public from the harms of tobacco use and secondhand smoke. Smoke/tobacco-free environments encourage people to quit, prevent initiation of tobacco use by youth, and change social norms around tobacco use and exposure to secondhand smoke.

## **Applicability / Scope**

This policy applies to all persons on all properties owned, leased or operated by [ORGANIZATION]. The policy is in effect 24 hours a day, seven days a week.

## **Definitions**

For the purposes of this policy, the following definitions shall apply:

1. "Smoke" and "Smoking" mean inhaling, exhaling, burning, or carrying any cigarette, cigar, electronic or non-electronic smoking device, pipe, hookah or other product or substance; or any other smoking of tobacco, nicotine, plant or substance, whether natural or synthetic, in any manner or in any form.
2. "Tobacco" means any product that contains tobacco or nicotine that is intended or expected to be introduced into the human body, including any cigarette, cigar, pipe, electronic or non-

electronic tobacco product, or any other smoked or smokeless tobacco product, excluding any product that has been approved by the FDA for tobacco cessation or other medical purposes.

3. "Tobacco-free" means that smoking of tobacco, nicotine, or tobacco-like product, plant or substance, whether natural or synthetic, in any manner or in any form is prohibited.

### **Smoke/Tobacco-Free Policy**

1. Smoking and the use of tobacco products are prohibited at all times and on all property owned, leased, or under the control of [organization] at all times, including, but not limited to indoor and outdoor grounds, walkways and sidewalks, parking lots, company vehicles, and [OPTIONAL] private vehicles parked on [ORGANIZATION] property.
2. Smoking and tobacco products must be extinguished and properly disposed of prior to entering [ORGANIZATION] property or exiting personal vehicles. Improper disposal includes, but is not limited to littering package waste, discarding cigarette butts, throwing cigarette butts out of windows, or any littering that may create a health, safety or fire hazard. No ashtrays or smoking shelters will be provided on [ORGANIZATION] grounds.
3. The sale, promotion, or distribution of smoking or tobacco products and merchandise is prohibited in and on all [ORGANIZATION] owned and occupied properties.
4. Employees may not smoke or use tobacco products while wearing apparel identifying them as an [ORGANIZATION] employee.
5. *Smoke or tobacco residue may be addressed in an organization's smoke/tobacco-free campus policy or in a dress code policy. The following example may be considered:*

Employees may not smell of smoke during work hours and are never allowed to smoke with or near clients or patients.

### **Communication**

1. Signs stating [ORGANIZATION'S] tobacco-free policy will be clearly posted on the perimeter of the property, at driveway entrances, and in other prominent places.
2. Employees, patients, clients, visitors and the community will be informed of the policy through a variety of communication methods, e.g., website, appointment reminders, newsletters, signage, print and electronic media, meetings, and other communication materials.
3. This policy will be included in employee handbooks, new-employee orientation materials and other documents where appropriate.
4. [ORGANIZATION OR JOB TITLE] will establish and communicate procedures for informing patients, staff, visitors, and others of [ORGANIZATION] tobacco-free policy, e.g., website, signage, posters, job announcements, employee orientation materials.

## **Compliance**

1. This policy is the shared responsibility of all [ORGANIZATION] employees. Employees are authorized and encouraged to communicate this policy with courtesy, respect and diplomacy.
2. Any person who observes an employee violating the policy is encouraged to address the noncompliance respectfully and confidentially with the employee in question. If difficulties arise with compliance, an employee may make a confidential report to a supervisor or manager.
3. Failure by an employee, intern, or volunteer to comply with this policy may result in disciplinary action.
4. This policy will be enforced through administrative action by supervisors and managers. In general, supervisors are responsible for ensuring that employees under their direction are aware of the policy and comply with it and for taking appropriate action to correct noncompliance.

## **Tobacco Cessation Assistance**

Resources and supports for tobacco cessation are available and will be regularly promoted as appropriate and in accordance with standard and ongoing support to employees, patients, and the public:

1. [STATEMENT ABOUT ORGANIZATION'S TOBACCO CESSATION EMPLOYEE BENEFITS]
2. Information about the Oregon Tobacco Quit Line will be made available for distribution to employees, clients, patients and others as appropriate. The Oregon Tobacco Quit Line is operated by the Oregon Health Authority and is freely available to all Oregonians. The Oregon Tobacco Quit Line is available by phone at 1-800-QUIT-NOW (1-800-784-8669) and online at [www.quitnow.net/oregon](http://www.quitnow.net/oregon). The Spanish language Quit Line is available at 1-855-DEJELO-YA (1-855-335356-92) or [www.quitnow.net/oregonsp/](http://www.quitnow.net/oregonsp/).
3. Tobacco industry-sponsored education and cessation materials are strictly prohibited.
4. [STATEMENT ABOUT TOBACCO CESSATION FOR CLIENTS/PATIENTS] All patients/clients will be routinely screened for tobacco use and offered appropriate cessation support, including counseling, education and information about available cessation medications. [PROVIDE ADDITIONAL INFORMATION ABOUT AVAILABLE SERVICES].

## **Review**

1. This policy will be reviewed on a regular basis to ensure that it is sustained, effective, and up to date.

## **Resources**

[LIST POLICY IMPLEMENTATION RESOURCES]