

Guide to Tobacco-Free Campuses



www.tobaccodeoesntwork.com

Developed by the Tobacco Public Policy Center at Capital University Law School



WELCOME

to the Tobacco Public Policy Center's Guide to Tobacco-Free Campuses. And congratulations on making the decision to go Tobacco-Free!

It's now the law to provide a smoke-free indoor air environment for your employees. But why stop there? You can take the next step toward a healthier, more productive, and more profitable workplace by making your entire campus tobacco-free. This Guide will give you the tools you need.

Inside you'll find:

- Our model Tobacco-Free Company Policy
- Our model Memo to employees

The Memo and Policy should be used in conjunction with one another. The Memo should be distributed in advance of the Policy to give employees plenty of time to prepare for the new tobacco-free workplace environment. The Policy should be displayed prominently and included in your company's personnel handbook, once effective.

COMMUNICATING YOUR POLICY

Communication of any new company policy is key to its success and smooth integration, and it is especially important when implementing a new tobacco-free policy. We recommend that:

- Employees are given at least three months advance notice of the policy.
- The company provides tobacco cessation services and education to employees who would like to kick the habit.
- Signs announcing the policy are prominently displayed around the campus so that visitors are aware of the policy upon entering the property.

CAMPUS-WIDE POLICY

You'll notice that our policy is a "campus-wide" policy that prohibits smoking not just indoors, but on all company property. The Center encourages campus-wide policies as opposed to "building-only" policies, because it promotes the concept of overall health and wellness for employees. Such policies also make quitting tobacco use easier for employees to successfully accomplish.

Good luck with your new tobacco-free campus policy, and please contact the Tobacco Public Policy Center at (614) 236-7315 or visit our tobacco-free workplaces Web site at www.tobaccodeoesntwork.com if you are in need of further guidance in developing, implementing, and enforcing your policy!

This information is provided for educational purposes only and is not to be construed as a legal opinion or as a substitute for obtaining legal advice from an attorney. The Tobacco Public Policy Center provides legal information and education about tobacco and health, but does not provide legal representation. Readers with questions about the application of the law to specific facts are encouraged to consult legal counsel familiar with the laws of their jurisdictions.

CUSTOMIZING YOUR POLICY

Please keep in mind that the model Policy is just that—a model to be used to help guide you in developing your own tobacco-free policy. Every company's needs and culture are different and you may want to keep the following in mind when tailoring the policy to fit your company's objectives:

- Introduce the policy in a positive manner—make it a celebration of wellness!
- Avoid effective dates during cold winter months.
- Make sure you give notice of any new policy in accordance with your company's personnel handbook.
- Collaborate with labor unions, if relevant.
- Provide incentives for employees who choose to kick the tobacco habit.
- Combine your tobacco policy with an overall workplace wellness program.

[COMPANY]'s TOBACCO-FREE CAMPUS POLICY

TO: All Employees

FROM: CEO or HR Representative

RE: Tobacco-Free Workplace

DATE: [DATE – 3 MONTHS PRIOR TO POLICY EFFECTIVE DATE]

Effective [DATE], [COMPANY] will implement a campus-wide tobacco-free policy for all employees and visitors in order to provide a clean, healthy, productive and safe environment for all.

This policy will apply to:

- All [COMPANY] employees on all shifts;
- Customers, vendors, clients and all other visitors; and
- Members of committees, including our Board of Directors.

Smoking will be prohibited on all [COMPANY] owned and/or leased locations/premises; all internal and external areas, parking garages and parking lots; all entrances and exits; and all company owned and/or leased vehicles.

In addition, use of all tobacco products, including smokeless/chewing tobacco, will be prohibited. Company sponsored events—both on our premises and at external locations, where appropriate—will be tobacco-free.

Compliance with these guidelines will be strictly enforced and policy violations will be subject to the standard disciplinary actions of the company.

The policy is being announced three months in advance in order to give tobacco users time to adapt to its restrictions and to facilitate a smooth transition to a tobacco-free environment. Those employees who use tobacco products and would like to quit are invited to participate in the cessation programs being offered by the company (please see attached schedule of events).

Any questions you may have regarding this policy should be directed to _____ at extension _____.

Thank you for your cooperation.

[COMPANY]'s TOBACCO-FREE CAMPUS POLICY

Effective [DATE], [COMPANY] implements a campus-wide tobacco-free policy for all employees, customers and visitors in order to provide a clean, healthy, productive and safe environment for all.

I. POLICY

This policy is in effect during and after work hours and will apply to:

- All [COMPANY] employees on all shifts;
- Customers, vendors, clients, consultants, contractors and all other visitors; and
- Members of committees, including our Board of Directors.

Smoking and tobacco use of any kind will be prohibited on all [COMPANY] owned and/or leased locations/premises; all internal and external areas, parking garages and parking lots; all entrances and exits; and all company owned and/or leased vehicles. Additionally, the policy will be in place at all company sponsored events—both on our premises and at external locations.

Employees who choose to use tobacco products must do so on their regularly scheduled breaks or meal periods and off company property.

No ashtrays are permitted in any indoor area.

II. PROCEDURE

Copies of this policy shall be distributed to all current and future employees and posted on the premises and available for inspection upon request.

[COMPANY] shall not discharge, refuse to hire or in any manner retaliate against an employee, applicant or customer who exercises any rights afforded by this policy, or anyone who reports or attempts to prosecute a violation of this policy.

Compliance with this policy is mandatory and policy violations by employees will be subject to the standard disciplinary actions of the company.

Any disputes involving the policy should be handled through the company's established procedures for resolving other work-related problems. If the problem persists, an employee can speak to [NAME OF APPROPRIATE WORKPLACE CONTACT] at extension _____, or the [AGENCY OR HEALTH DEPARTMENT CONTACT ENFORCING LAW] at _____.

[COMPANY]'s TOBACCO-FREE CAMPUS POLICY (continued)

III. TOBACCO CESSATION OPPORTUNITIES

[COMPANY] encourages all employees who use tobacco products to quit such usage. Information on cessation programs is available upon requests made to [NAME OF APPROPRIATE WORKPLACE CONTACT] at extension _____ and can also be found on the company bulletin boards.

IV. QUESTIONS

Any questions regarding the tobacco-free workplace policy should be directed to [NAME OF APPROPRIATE WORKPLACE CONTACT] at extension _____, or the [AGENCY OR HEALTH DEPARTMENT CONTACT ENFORCING LAW] at _____.

Thank you for your cooperation.