

## **(MODEL) TOBACCO-FREE CAMPUS POLICY**

***[NAME OF ORGANIZATION OR DBA]***

### **1. PURPOSE**

1.1 *[Name of Organization or DBA]* desires to promote the health and wellness of employees and affiliates by incorporating a total “tobacco-free” workplace. Subsidiaries can individually manage their transition to a “tobacco-free” workplace based on their current smoke-free status, but must be totally tobacco-free by no later than *[insert date: month day, year (i.e. May 5, 1955)]*.

1.2 To be in compliance with this policy, workplaces must communicate the tobacco-free workplace policy to employees and develop site-specific implementation plans in conjunction with site management, Human Resources, and Health & Safety (as applicable) no later than *[insert specific date]*.

1.3 Each affiliate is expected to establish a policy of its own that incorporates each of the elements described in this corporate policy. Where local laws restrict certain concepts in the policy, it is expected that the local company policy will be modified to be permissible under the law.

### **2. CAUSE**

2.1 The personal health hazards related to all tobacco products, which include but are not limited to: smoking (e.g., cigarettes, pipes, cigars, hookah, e-cigarettes, etc.) and/or using smokeless tobacco (e.g., dip, snuff, SNUS, chew, plugs, pouches, etc.) have been well documented.

2.2 The health hazards of tobacco use affect the health and well-being of both the user and the non-user who is exposed to the byproducts of tobacco use. It is the intent of *[Name of Organization or DBA]* to provide all employees with a work environment that is conducive to good health.

### **3. APPLICATION OF POLICY**

3.1 This policy is applicable to all employees, contractors, and visitors while on the property at any of our locations worldwide. As necessary, this policy will be modified to comply with local laws regulating designated tobacco use.

3.2 All employees, contractors, and visitors are prohibited from using tobacco at all *[Name of Organization or DBA]* workplaces. The workplace is defined as inside all company-owned or leased facilities and vehicles, as well as outside on the grounds and parking lots, and in personal vehicles on company property. This policy also applies to company sponsored meetings and events on or off company premises.

3.3 Prohibited uses include but are not limited to: smoking (e.g., cigarettes, pipes, cigars, hookah, e-cigarettes, etc.) and/or using smokeless tobacco (e.g., dip, snuff, SNUS, chew, plugs, pouches, etc.). Tobacco cessation and awareness programs, behavioral modification tools, referrals, and resources will be made available to employees who desire to stop tobacco use.

3.4 Employee noncompliance with this policy will result in disciplinary action.

3.5 Questions regarding this policy should be referred to the local Human Resources and /or Health & Safety representative.

MEMO TO ANNOUNCE *[Name of Organization or DBA]*'S TOBACCO-FREE POLICY

TO: All Employees

FROM: *[CEO or HR Representative]*

RE: Tobacco-Free Workplace

DATE: *[Month day, year]*

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Effective *[insert specific date]*, *[Name of Organization or DBA]* 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 *[Name of Organization or DBA]* employees on all shifts;

Customers, vendors, clients, and all other visitors; and

Members of committees, including the Board of Directors (where applicable).

Smoking will be prohibited on all *[Name of Organization or DBA]* –owned 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 electronic and 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 *[Name of Organization or DBA]*.

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 *[Name of Organization or DBA]* (please see attached schedule of events [TBD]).

Any questions you may have regarding this policy should be directed to Administration at extension *[insert appropriate contact number(s)]*.

Thank you for your cooperation.

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*[Name and title of signee]*

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Date

MEMO TO EMPLOYEES

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As an employer, *[Name of Organization or DBA]* is dedicated to providing a healthy, comfortable, and productive work environment for its employees.

The Environmental Protection Agency has declared second-hand smoke to be a “Class A carcinogen” known to cause cancer in nonsmokers. The Surgeon General has concluded that the simple separation of smokers and nonsmokers within the same air space does not eliminate the exposure of nonsmokers to second-hand smoke. The poisons in smoke pose a danger right away. Sudden blood clots, heart attacks, and strokes can be triggered by tobacco smoke. Some of our employees and clients already suffer from respiratory diseases, heart disease, or allergies and are particularly susceptible to the negative health consequences of exposure to second-hand smoke.

In light of these findings, *[Name of Organization or DBA]* shall be entirely tobacco-free, effective *[insert specific date]*. The company acknowledges that tobacco use is a matter of personal choice. No one is requiring tobacco users to quit. We are only asking that there be no tobacco use, including electronic cigarettes, on or in company property. A variety of options will be made available to employees who are interested in programs for quitting tobacco use.

The new tobacco policy will cover all campuses and properties of *[Name of Organization or DBA]*.

Copies of this policy will be distributed to all employees. Signs will be posted in appropriate places.

As we move toward a tobacco-free work environment, smokers, spit tobacco users, and nonsmokers need to work together to ensure a safe and healthy workplace. Between now and *[insert specific date]*, employees will receive more information to ensure that implementation goes smoothly.

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*[Name and title of signee]*

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Date