

Best Practice Tobacco-Free Policy



Purpose

[Company] is committed to creating an environment where employees, clients, guests, volunteers and partners have the opportunity to make their health and well-being a priority in their professional and personal life.

The health hazards of tobacco use are well known. Tobacco is a major cause of preventable disease and death. Individuals that are diagnosed with mental illnesses smoke at a much higher rate than the general public and as a result disproportionately suffer from the long term effects of tobacco use through chronic disease and death. Electronic delivery devices, more commonly referred to as electronic cigarettes or e-cigarettes, closely resemble and purposefully mimic the act of smoking. They produce a vapor of undetermined and potentially harmful substances and typically contain nicotine derived from tobacco, which is a highly addictive substance. Their use in locations where smoking is prohibited creates concern and confusion and makes policy enforcement more difficult.

A tobacco-free policy demonstrates the commitment to eliminate the health hazards of second hand smoke and the need for treating nicotine addiction.

Policy

Tobacco use, which includes but is not limited to cigarettes, cigars, chewing tobacco, snuff, pipes, e-cigarettes and all other forms of smoked or smokeless tobacco products, is prohibited:

- Inside all company owned, leased and rented buildings;
- Outside on all company owned, leased and rented grounds, including but not limited to parking lots and sidewalks;
- In company owned, leased or rented vehicles or equipment; and
- In private vehicles on company-owned, leased or rented property, including but not limited to parking lots

The littering of tobacco-related products on the grounds or parking lots of [Company] or neighboring properties is also prohibited.

[Company] is responsible for providing its employees a safe and healthy environment and does not allow the use of tobacco during “home” visits while employees are present. If the client/family is unable to refrain from tobacco or nicotine use during a visit, services might not be provided.

[Company] will not solicit or accept any contributions or gifts of money, curricula, materials or equipment from companies that directly manufacture and are identified with tobacco products, devices or electronic cigarettes.

[Company] will not promote or allow promotion of tobacco products or electronic cigarettes on [Company] property or at [Company] sponsored events.

Scope

This policy applies to all employees who work for [Company]. In addition, the policy applies to clients, guests, volunteers and partners on company owned, leased or rented property.

Guidelines

1. Candidates that apply for employment or to volunteer with [Company] will be notified of this policy during the pre-employment process.

2. Signs will be posted at company property entrances, in break rooms and other appropriate areas to remind employees, clients, guests, volunteers and partners of this policy.
3. Employees will not be allowed to use tobacco products while working, including paid break times.
4. Employees, clients, guests, volunteers and partners should not loiter near neighboring properties or discard litter in a way that negatively reflects on *[Company]*.
5. Employees, clients, guests, volunteers and partners are not allowed to buy tobacco products for clients or transport clients to buy tobacco products.
6. *[Company]* funds may not be used to purchase tobacco products.
7. Tobacco use is also prohibited at any *[Company]* sponsored event or gathering or while employees are representing *[Company]* at any function or while participating in any company paid conferences.
8. Employees will notify clients/families that tobacco and nicotine use is not allowed while services are being offered in the home of the client/family when employees are present.
9. Tobacco products must be kept out of plain view when on *[Company]* property, during “site” visits, at *[Company]* sponsored events, or when representing *[Company]* at any function or event.
10. All individuals are expected to help enforce the policy by reporting violations to management.
11. Employees are responsible for knowing, understanding and communicating the policy and should contact their supervisor or manager with any questions.

Exception

It is not a violation of this policy to use a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product or for other medical purposes and is being marketed and sold solely for such an approved purpose.

Tobacco Cessation Resources

[Company] is committed to supporting employees, clients and volunteers interested in becoming tobacco free.

- For employees: *Insert Company sponsored cessation services i.e. Blue Cross Blue Shield of Minnesota members have a no-cost tobacco cessation quit line available. It is called Stop Smoking Support. To register, simply call 1-888-BLUE (2583) or 1-877-777-5634 (TTY) anytime between 7 a.m. and 2 a.m., Central Time, seven days a week. Spanish speaking members can press 2 to speak to a Spanish-speaking registration specialist. Interpreters are available in other languages, too.*
- Employees, clients and volunteers who do not have health insurance may contact QUITPLAN of Minnesota at 1-800-QUITNOW (1-800-784-8669).

Policy Enforcement

Supervisors and managers will have formal enforcement responsibility. They are responsible for investigating all allegations of violations of this policy in a timely manner and taking corrective action as appropriate.

- *Company can enter their own disciplinary actions here or reference their other employee/personnel policies and procedures.*

Employees who violate this policy may be subject to disciplinary action, up to and including termination.

Clients, guests, volunteers and partners not in compliance will be politely reminded of this policy, but may be asked to leave the property.

If you have any questions regarding this policy, please contact *your manager/supervisor or* _____.