

# PartnerSHIP 4 Health

**Creating a Tobacco-free Workplace Policy**

# Why Create a Tobacco-free Policy

- Health!
  - Tobacco remains the leading cause of death and disease in Minnesota
  - Decrease overall tobacco-use and initiation
  - Increase quit attempts
- Costs
  - Reduce health care costs
    - In MN, Smoking was responsible for \$2.87 billion in excess medical costs – this is \$554 for every man, woman and child in MN
  - Absenteeism/Lost productivity
  - Maintenance costs
- Provide a supportive environment for those wanting to quit



# Process of going Tobacco-Free

- Make this a wellness committee goal
- Gather support
  - Leadership, supervisors, etc.
- Draft policy
- Obtain approval
- Announce policy



# TF Policies

## Tobacco-Free Campuses: The New Norm

College leaders are realizing the important role they can play in reducing tobacco use and exposure among young adults. As a result, colleges in Minnesota and across the country are implementing tobacco-free policies for their campuses.

- More than 30 colleges and universities in Minnesota have adopted tobacco-free policies. These institutions range from 2-year technical schools to 4-year colleges to public universities, in urban, rural and suburban communities.
- More than 1,000 colleges and universities in the nation are 100% smoke-free. More than 700 are completely tobacco-free. This number has increased since 2009.
- The American College of Health Association has reported that 100% of its members have adopted a 100% tobacco-free policy.

### 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.



### Best Practice template: Tobacco-free workplace policy

#### Purpose

[Organization name] is committed to provide a healthy work environment for all employees, visitors and contractors.

Tobacco use is a major cause of preventable disease and death. The purpose of this policy is to outline [organization name]'s policy regarding employees' use of tobacco products.

#### Policy

This policy will go into effect on [month/day/year] and will be reviewed on a [yearly/other] basis. The policy will be included within [organization name]'s complete set of corporate policies and will be integrated into [organization name] established corporate policy training cycle.

The use of any form of tobacco (for example, cigarettes, cigars, chewing tobacco, snuff, smus, pipes, etc.) and/or e-cigarettes is prohibited at all times in the following locations:

- Inside all [employer] owned and leased buildings
- Outside on all grounds, including parking lots and sidewalks, including loading docks and other work areas
- In company owned or leased vehicles or equipment
- In private vehicles parked in owned or leased lots
- Immediate adjacent city sidewalks surrounding buildings

The sale of tobacco products (cigarettes, cigars, chewing tobacco, snuff, pipes, etc.) and e-cigarettes is prohibited in all company owned or leased buildings.

The littering of tobacco-related/nicotine-related products on the grounds, parking lots or neighboring property is also prohibited.

Signs will be posted around buildings and grounds to notify employees, contractors and visitors of this policy.

Tobacco is a major cause of preventable disease and death. People who smoke at a much higher rate than the general public and as a result suffer the health effects of tobacco use through chronic disease and death. Electronic cigarettes or e-cigarettes, closely resemble and purposefully contain nicotine, an undetermined and potentially harmful substance and typically a highly addictive substance. Their use in locations where smoking is prohibited makes policy enforcement more difficult.

The purpose of this policy is to eliminate the health hazards of second hand smoke and the

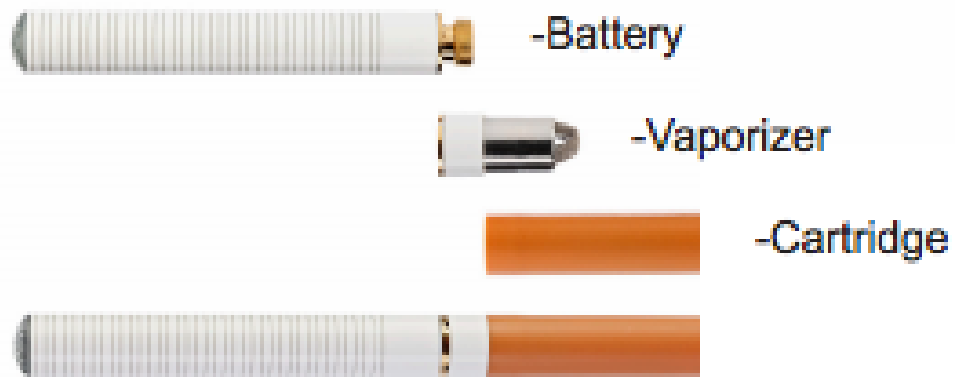
The use of any form of tobacco (for example, cigarettes, cigars, chewing tobacco, snuff, pipes, e-cigarettes and all other tobacco products), is prohibited in all company owned or leased buildings;

# What Should be Included in a TF Policy

- Prohibit the use of all forms of tobacco (including e-cigarettes)
- Applied to all owned leased buildings, grounds, company vehicles
- Includes enforcement protocols
- Promotes cessation



# E-Cigarettes



Vapor Shark E-Cigarette Billboard, Florida, 2013

# Communications

- Promote your policy
  - Before implement, on/close to launch date and keep it ongoing
  - Announce, promote, inform, assist
- Supervisor/Managers
  - Train at these meetings
    - Provide them with extra communications
  - Supportive of the policy
  - Have them handle the policy like any other
  - Appoint someone else as a point of contact



# Communications



## Sample newsletter text on policy

### **Building and grounds to be tobacco-free**

As of [date], the buildings, grounds and company vehicles of [Organization] will be tobacco-free (including e-cigarettes) at all times. In addition, tobacco may not be used in personal vehicles parked on company property. This new policy strengthens [Organization]'s commitment to providing a healthy environment for employees and visitors.

“A tobacco-free workplace may be the change that helps some tobacco users quit. This policy is all about health. Should it help bolster a tobacco user’s desire to quit – we’ve helped to create a healthier environment for that employee. The policy is all about creating a healthier environment for all employees.” said [committee chair or CEO]. Employees who have questions or comments about the policy are invited to submit them [list options for employee feedback]. More details on the policy will be distributed to employees via their supervisors during the month of [date].

No one is required to quit smoking or quit using tobacco to comply with this policy. For employees who are interested, the following quit-smoking resources are available at no charge [list contact information or stop-smoking program phone # and other stop-smoking resources].

For individuals who wish to leave [Organization] property to use tobacco, maps clearly showing the property lines for of [Organization] are available [list location here]. As a part of being a good neighbor, employees are asked to be considerate of those businesses, and property owners by



# Communications

- Communication materials
  - Signage (outdoor and indoor)
  - Employee handbook
  - Orientation materials
  - Any other printed materials
    - Pay-stub stuffers
    - Mailbox stuffers
    - Information at front desks
    - Posters
    - Newsletters
  - Staff meetings
  - Brown bag seminars



# Enforcement

- Change the way of thinking about the TF policy, “the way we do things” and not a program
- What are the concerns?
  - Continue to educate
  - Communicate
  - Change of social norm
  - Remember why you made the policy!



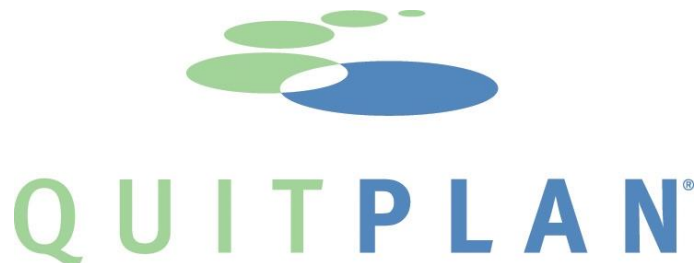
# Enforcement

- There will not always be 100% compliance
- Most employees will abide by policy
  - If discipline is necessary – make it like any other policy, procedure, etc.
  - Example:
    - 1<sup>st</sup> offense = verbal warning
    - 2<sup>nd</sup> offense = written warning
    - 3<sup>rd</sup> offense = further disciplinary action may result in termination
    - 4<sup>th</sup> offense = termination



# Cessation Support

- Promote quit resources
  - Health plans, QuitPlan, etc.
- Promote quit medication/Health Plan quit line/QuitPlan at least quarterly
- Are there success stories for other employees to hear?
  - If so make sure to share them!



# How can PS4H Help?



- Help to create a policy
  - Timeline for implementation
- Help to create communication tools
- Presentation ideas for staff
  - Importance of TF policy
  - E-cigarettes
  - Youth access

**TOBACCO-FREE  
4 HEALTH**

Candy or Tobacco?



Who do you think Big Tobacco is targeting?

# QUESTIONS???

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