

Tobacco-free workplace

Compiled 2010 / Updated August 2013

Policy

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, snus, 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.

Employees and contractors are responsible for knowing and understanding the tobacco policy for their location and should contact their supervisor if they have questions.

Tobacco cessation resources

[Organization name] is committed to supporting employees interested in quitting smoking.

- Employees will be provided information on tobacco cessation resources, and supervisors will support employees who seek help in stopping smoking.

Employees who have [health plan] insurance may call [enter phone number] for information regarding the availability of tobacco cessation programs. Employees who do not have insurance may contact [QuitPlan of Minnesota]. All employees may review the stop-smoking resources information on our intranet site under [For Employees/Quit Smoking Help].

Policy violation

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

Disciplinary procedures

When an employee is cited (as described above) for violating the policy:

- First violation will result in a verbal warning
- Second violation in a written warning
- Third violation will result in a period of probation
- Fourth violation in a period of suspension
- Fifth violation in termination of employment.

Policy review

[Position or committee] will be responsible for ensuring the policy is met by:

- Conducting [quarterly/semiannual/annual] quality assurance checks on the commitments in this policy
- Providing results of [quarterly/semiannual/annual] quality assurance checks to appropriate employees or vendors
- Ensuring that changes are made to meet policy guidelines
- Including healthy food environment policy language in food service contracts and requests for proposal

Guidance for Top leadership / Supervisors / Managers / Security personnel

As with all personnel policies, supervisors are responsible for educating employees about the policy, and ensuring the policy is enforced. This includes:

- **Reviewing** this policy with employees under their supervision and providing employees with location-specific information regarding the defined tobacco-free areas.
- **Enforcing** this policy for all employees, whether or not such employees report to the supervisor/manager.
- **Informing** visitors of the policy.
- **Investigating** all allegations of violations of this policy in a timely manner and taking disciplinary action, as appropriate.

Sample enforcement script

Should you uncover an employee on grounds violating the tobacco-free workplace policy, you are responsible for enforcement. You are encouraged to use the following script and information when speaking with an employee who is in violation of the policy.

Approach the individual and state ...

"Hi, my name is <state your name>. I am a <title/role> in the <list department name>. It is my duty as a <supervisor, manager, organizational leader> to inform you that your <tobacco use, use of an electronic cigarette> on property is a violation of our organization's tobacco-free workplace policy.

[If the manager knows this person is an employee, continue to the 'for an employee' language below.]

[If the manager is unsure the person is an employee]

"I strive to know as many employees as I can, however, I do not know all of them. Are you an employee or visitor?"

[If the person is visitor] "For the health of our employees and visitors, we have a completely tobacco-free campus. I need to ask you to refrain from using tobacco anywhere on property. Please discontinue use immediately and talk with your contract manager or our human resources department should you have any questions on the policy."

[for an employee]

"Per our organization-wide policy, I am required to report the tobacco use violation to human resources.

[If the manager does not know the employee's name - the manager might ask to see his/her badge in order to gain the person's name.]

Human resources will follow up with you in the next couple of days to provide you with a violation report. Please contact human resources or your direct supervisor if you have any questions.

Violation report

Within one business day, visit/contact Human Resources. Complete the bottom part of the violation report. Human Resources identifies whether the employee has any prior violations (in order to determine the disciplinary procedure (verbal warning, written, suspension, termination, etc.).

Human Resources (within one business day) will then follow up with the employee (or has the employee's supervisor provide the disciplinary information - however, your organization conducts this) to provide the violation report. It is recommended that the employee also be given tobacco quit information with every tobacco use violation report.

A common concern

There is **no need** to 'police' the grounds. However, just like with any other organizational policies, supervisors are responsible for making sure they are followed. Just like manufacturing organizations take safety and OSHA standards seriously - our organization wants managers to support the tobacco-free workplace policy.

Related enforcement procedures

- If the alleged violator refuses to provide his/her name to the [Enforcement personnel], the personnel will report this to [employer] human resources.
- [Enforcement personnel] will promptly (within one business day) report a violation to human resources and complete the tobacco-use violation citation.
- Human Resources will maintain one copy of the violation notice and will determine the direct supervisor of the employee and send a copy of the violation notice to the supervisor.

Disciplinary procedures

When an employee is cited (as described above) for violating the policy:

- First violation will result in a verbal warning
- Second violation in a written warning
- Third violation will result in a period of probation
- Fourth violation in a period of suspension
- Fifth violation in termination of employment.

Tobacco use violation citation

[Organization Name] prohibits the use of any form of tobacco (for example, cigarettes, cigars, chewing tobacco, snuff, snus, pipes, etc.) and e-cigarettes <in or on [list areas where smoking is prohibited]>. This policy applies to **all** employees, contractors and visitors.

This citation has been completed used by an authorized organization representative to make note that you have violated the tobacco-free work site policy. The representative will notify human resources of the policy violation. A member of human resources or your supervisor will follow up with you with a response to the violation report. A copy of this violation will be kept in Human Resources and a copy will be sent to your supervisor.

Employees using any product prohibited by the tobacco-free workplace policy are in violation, and are subject to discipline, up to and including termination.

The policy does not require employees to quit smoking. For employees **who do want to quit**, [organization name] provides the following resources:

- <Stop-smoking program name [phone # / website]>
- <Quit medications (list those available and contact for more information)>

Violation report

Manager completes the items below (above the dotted line) and submits this document to human resources.

Date:

Time:

Employee Name:

Location of tobacco use:

Supervisor/Manager/Leadership Member initiating report:

Top portion of form is provided to employee. Bottom half of form is provided to human resources. Human resources determines the proper disciplinary action based upon any past violations. A copy of the violation report is sent to employee and supervisor.

Human resources action

Disciplinary action taken by human resources:

Date this completed violation form provided to employee:

Employee's supervisor:

Date this completed violation form provided to supervisor:

Example of an employer's *Tobacco-free work site Policy*

[Note: Remove these two pages after your organization has created its tobacco-free workplace policy.]

Purpose

ABC Company is committed to creating a worksite environment where employees 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. Tobacco-free workplaces help support employees who want to quit using tobacco or have already quit, and promote a healthy work environment for all employees.

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 are prohibited in the following locations:

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

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

Employees are responsible for knowing and understanding the tobacco-free work site policy and should contact their supervisor or manager should they have questions.

Scope

This policy applies to all employees who work for ABC Company. In addition, the policy applies to contractors, vendors and other visitors on company property.

Guidelines

1. Candidates that apply for employment with ABC Company will be notified during the pre-employment process of our tobacco-free worksite policy.
2. Signs will be posted at company property entrances, in break rooms and other appropriate areas to remind employees, contractors and visitors of this policy.
3. Employees will not be allowed to use tobacco products during times they are assigned to be at work, including paid break times.
4. Employees are expected to leave company property before beginning to use tobacco products.
5. Employees should not loiter near neighboring property or discard litter in a way that negatively reflects on ABC Company.
6. All employees are expected to help enforce the policy by reporting violations to management

Tobacco Cessation Resources

ABC Company is committed to supporting employees interested in becoming tobacco free.

- Blue Cross and Blue Shield of Minnesota members have a no-cost tobacco cessation quit line available. It is called Stop Smoking Support. To register, simply call **1-888-662-BLUE (2583)** or **1-877-777-6534 (TTY)** any time 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 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.

Employees who violate this policy will be subject to corrective action, up to and including termination.

- First violation - verbal notice (incident report)
- Second violation - written corrective action
- Third violation - final written corrective action
- Fourth violation - termination

If you have any questions regarding this policy, please contact your manager or the human resources department.

As part of this policy, signs will be posted at vehicle entrances to the property informing visitors of our tobacco free buildings and grounds. Customers will thus be informed and encouraged to support our policy (however, not mandated to support the policy on grounds). Individuals who use tobacco products in buildings will be politely reminded of the tobacco-free policy by a member of management and asked to properly dispose of tobacco products in use.

Policy Approved by President December 1, 2010
Policy approved by Board of Directors December 16, 2010
Policy #HR210 by Human Resources on November 17, 2010