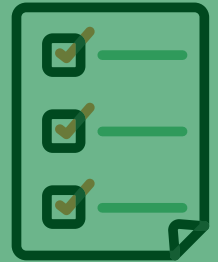


How To Implement a Tobacco-Free Workplace Policy

A tobacco-free workplace policy prohibits use of all tobacco products on all company property, including buildings, parking areas, common grounds, and vehicles. Use of tobacco products within employee vehicles on company property is also prohibited. Signage on exterior grounds communicates the policy to all employees, visitors, consultants, clients, and vendors.

Create a plan and implementation timeline with the following:

- Preparation steps
- Write your comprehensive tobacco free grounds policy
- Communicate the new policy and smoking cessation services
- Prepare your workplace for implementation
- Maintain the Policy



1 Preparation Steps:

Create a timeline for implementation:

- Each company is unique; but consider 6 or more months from planning to implementation.
- Ensure employees have time to adapt to the new policy
- Provide smoking cessation
- Consider the amount of time it will take to convert your work grounds, effectively
- Communicate why, when, how the policy will be implemented.
- Pick an implementation date.

Establish a policy work group to develop your plan:

- Engage a diverse group of your employees, including those who smoke, nonsmokers, and former smokers.
- Include representatives from different departments and employee organizations (e.g., union, safety committee).
- Assign one or more senior managers to implement the new policy.

Gather information needed to plan, implement, and maintain your tobacco free policy:

- Legal, medical, and economic effects of smoking
- Employee tobacco use, concerns about new policy, barriers to quitting
- Example policies
- Organizational complexities (i.e., ownership of building, labor contracts)
- Determine all formal and informal areas where those who smoke congregate

Determine how the policy will be enforced:

- A good policy must clearly state who will enforce it, with support given from management to do so.

Review your current smoking cessation offerings:

- Voice and demonstrate your commitment to support tobacco users who want to quit.
- Review your health insurance plans for smoking cessation coverage
- Offer counseling and smoking cessation medications at little or no cost
- Register as a Preferred Provider with the Indiana Tobacco Quit Line (<https://www.quitnowindiana.com/preferred-employer>)



2 Write the tobacco free grounds policy:

- **Utilize existing tobacco ban policy templates to simplify the process:**
 - Identify free templates available online
- **Comprehensive bans include:**
 - Include all forms of tobacco in your policy including spit tobacco, cigars and pipes
 - Include electronic cigarettes in your policy
 - Ban all designated smoking areas
 - Ban smoking in company vehicles
 - Ban smoking by all visitor and vendors

Apply your policy to off-site locations that include:

- Conferences and meetings
- Travel
- All other work-related engagements.



3 Communicate the policy change:

- **First announcement:**
 - The Chief Executive Officer should announce the policy to all employees in a meeting and in a letter.
- **Continued communication:**
 - Partner with unions or trade associations to spread the message about the policy
 - Provide continual communication through your company's standard communication channels
 - Also consider some of the following options:
 - Intranet
 - Manager Training
 - Payroll stuffers
 - Articles in the company newsletter
 - Posters and displays
 - Presentations Information kits
 - Brown bag lunches



4 Prepare your workplace for implementation:

- **Promote tobacco cessation options:**
 - Educate your employees about free or low cost options
 - Offered through your health insurance
 - Provide information to all employees about the 1-800-Quit Now Tobacco Quit Line
 - Host Lunch and Learn events with Smoke Free Indy to highlight the importance of cessation
- **Transform your environment:**
 - Remove ashtrays and cigarette vending machines
 - Install "No Smoking" signs in prominent places such as hallways, elevators, stairwells and break rooms
 - Display Tobacco Free Grounds Signs at both staff and visitor entrances
 - Install signs at all property entrance(s) that clearly state the property is tobacco free at all times for all people.
 - Remodel and re-purpose outdoor smoking areas for the new policy
 - Hang signs at unofficial gathering spots where tobacco users typically congregate



5 Maintain the policy:

- Offer time for management and employee feedback. Their feedback is key to your success
- Plan to continue education efforts after the policy is adopted. Employees will benefit from continual reminders of the policy, consequences for violating the policy, and available resources to help them quit using tobacco
- Review your policy every six months or annually for any necessary changes

