

Tobacco-Free Workplace Model Policy

Use this model policy, provided by the Tobacco Public Policy Center, to create your own tobacco-free policy. This policy can also be found on the Tobacco Public Policy Center's website at www.tobaccopolicy.org.

**INFO
YOU'LL
USE**

CREATING A TOBACCO-FREE WORKPLACE

Developed By

**The American Lung
Association® Of Ohio**

**Ohio Department Of Health/
Healthy Ohioans**

**Ohio Tobacco Prevention
Foundation**

[COMPANY]'S TOBACCO-FREE POLICY

Effective [DATE], [COMPANY] is implementing a campus-wide tobacco-free policy for all employees, customers, and visitors in order to provide a clean, healthy, productive, and safe environment for all. [IF APPLICABLE—This policy is designed in compliance with the [STATE/LOCAL LAW], which will go into effect on [DATE]].

I. POLICY

This policy is in effect during and after work hours and will apply to:

- All [COMPANY] employees on all shifts;
- Customers, vendors, clients, consultants, contractors, and all other visitors; and
- Members of committees, including our Board of Directors.

Smoking and tobacco use of any kind will be prohibited on all [COMPANY] owned and/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. Additionally, the policy will be in place at all company sponsored events—both on our premises and at external locations.

Employees who choose to use tobacco products must do so on their regularly scheduled breaks or meal periods and off company property.

No ashtrays are permitted in any indoor or outdoor area on company premises.

II. PROCEDURE

Copies of this policy shall be distributed to all current and future employees, posted on the premises and available for inspection upon request.

[COMPANY] shall not discharge, refuse to hire, or in any manner retaliate against an employee, applicant, or customer who exercises any rights afforded by this policy, or anyone who reports or attempts to prosecute a violation of this policy.

Compliance with this policy is mandatory and policy violations by employees will be subject to the standard disciplinary actions of the company.

Any disputes involving the policy should be handled through the company's established procedures for resolving other work-related problems. If the problem persists, an employee can speak to [NAME OF APPROPRIATE WORKPLACE CONTACT] at extension _____, or the [AGENCY OR HEALTH DEPARTMENT CONTACT ENFORCING LAW] at _____.

III. TOBACCO CESSATION OPPORTUNITIES

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[COMPANY] encourages all employees who use tobacco products to quit such usage. Information on cessation programs is available upon request made to [NAME OF APPROPRIATE WORKPLACE CONTACT] and can also be found on the company bulletin boards.

IV. QUESTIONS

Any questions regarding the tobacco-free workplace policy should be directed to [NAME OF APPROPRIATE WORKPLACE CONTACT] at extension. _____, or the [AGENCY OR HEALTH DEPARTMENT CONTACT ENFORCING LAW] at _____.

Thank you for your cooperation.

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Assessing Tobacco-Free Policies

You should assess the results of your new tobacco-free policy one to three months after its implementation. You can also evaluate your policy one to three years after implementation to see how the policy has made positive changes in your working environment.

HERE ARE SOME THINGS TO CONSIDER:

IN THE SHORT TERM:

- Changes in exposure to secondhand smoke in the work environment
- Number of employees attending cessation activities or using self-help materials
- Awareness of the policy
- Employee attitudes toward the policy and cessation activities
- Increased employee morale
- Reduced conflict between smokers and nonsmokers
- Enhanced quality of work
- Improved job satisfaction

IN THE LONG TERM:

- Changes in the number of employees who use tobacco
- Effect of cessation activities on successful quitting
- Changes in health risks for smokers and nonsmokers
- Enhanced corporate image
- Improved employee attitude toward health
- Reduced absenteeism
- Reduced healthcare costs
- Lower accident rates
- Decline in turnover
- Fewer sick days
- Improved productivity
- Reduced maintenance and cleaning costs

Assessing Group Cessation Programs

Whether you choose to offer on-site cessation services for employees or you refer them to local programs, it's a good idea to evaluate the program first. Here are some questions to ask:

- 1. How long has the organization been in existence? How long has it been providing cessation programs?**
- 2. How much does the program cost per employee? Are group discounts available?**
- 3. How many people have gone through the program?**
- 4. Have others been satisfied with the program?**
 - a. Can the program provide a list of clients, specifically other employers?
 - b. Can the program provide references so you can check for satisfaction and success rates?
 - c. Does the program offer any form of guarantee? For example, can employees repeat the program for free or at a lower cost?
- 5. What are the qualifications of the instructors?**
 - a. What training have they received? Are they certified as a Tobacco Treatment Specialist (TTS)?
 - b. What is their cessation counseling experience?
- 6. What types of printed materials does the program use?**
 - a. Are the materials appropriate to the educational level of your employees?
- 7. Will the program's structure accommodate the needs of your employees? Can the program:**
 - a. Accommodate all shifts?
 - b. Provide on-site and off-site programs?
 - c. Structure flexible program formats?
 - d. Provide audio or visual equipment?
- 8. Will the approach be appropriate for your employees?**
 - a. What methods are used to help tobacco users quit?
 - b. Does the program involve or include participants' 'support systems,' such as peers or family members?
 - c. What resources are provided to help promote participation? Are they attractive and motivational?
 - d. Does the program provide relapse prevention strategies? Does it provide support to program participants who relapse?
 - e. Is the program delivered in a culturally competent way for your workforce? Is it ethnically, regionally, and educationally appropriate for your employees?
 - f. Does the program incorporate other healthful suggestions to support healthy lifestyles?
- 9. How does the program help employees to stay tobacco-free?**
 - a. Is the program provider willing to offer ongoing assistance and follow-up after the formal program ends?
- 10. What are the six-month and one-year success rates of previous clients?**

A range of 20–40% is realistic. Remember—if it sounds too good to be true, it probably is. Six-month or one-year quit rates are more reliable predictors of success than the rate of quits at the end of a program.

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Tobacco-Free Workplace Policy Checklist

Following these steps will help you create a workplace policy on tobacco and smoking that works for your business and your employees:

- Announce your commitment to a tobacco-free workplace.**
- Assign responsibility and authority for implementation to a member of senior management.**
- Create a taskforce to plan implementation.**
 - Include smokers, nonsmokers, and former smokers.
 - Include representation from officially recognized employee organizations.
- Develop a timetable.**
 - Include a policy announcement date and a policy effective date.
 - Plan to phase-in the new policy.
 - Plan for reviews of the policy by appropriate individuals or groups.
- Gather information, including:**
 - Medical, legal, economic, and social effects of smoking.
 - Examples of tobacco-free policies implemented by other organizations.
 - Facilities (physical constraints or leases with other organizations that may influence policy decisions).
 - Employees (percentage of nonsmokers and smokers, level of enthusiasm).
 - Existing policy on tobacco use, if any.
 - Legal issues (legislation, regulations, union contracts, and other contracts).
- Announce the policy and implementation plan to all employees through a letter from the chief executive officer.**
- Inform and educate employees using:**
 - Training sessions for managers.
 - Feedback sessions for employees.
 - Company newsletter, paycheck inserts.
 - Letters to families of employees.
- Make changes to help the phase-in:**
 - Install "Tobacco-Free Area" or "No Smoking" signs.
 - Remove ashtrays and place receptacles for smoking materials at any designated outdoor smoking areas, away from facility entrances, windows, and ventilation systems.
 - Remove cigarette vending machines.
- Consider what cessation services you will offer to employees and their families, such as:**
 - The Ohio Tobacco Quit Line (800-QUIT-NOW).
 - Coverage for Nicotine Replacement Therapy.
 - On-site or off-site cessation support classes.
 - Self-help materials.
 - Incentive programs.
- Ask tobacco-free employees to support and encourage smokers and tobacco users.**
- Plan for continuing support of tobacco users who want to quit.**
- Evaluate and refine the policy.**

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Employee Information about Nicotine Replacement Therapy (NRT)

New from the Ohio Tobacco Prevention Foundation: FREE or REDUCED COST Nicotine Replacement Therapy (NRT) Patches for qualified callers!

If you are ready to quit using tobacco, you may be eligible to receive free or reduced cost NRT patches by enrolling in the Ohio Tobacco Quit Line program. To qualify for the patches you must:

- Be at least 18 years old.
- Be enrolled in the Ohio Tobacco Quit Line Cessation Program.
- Be covered by a health plan or employed by a company that is a participating partner in the program.

To enroll in the program:

- Call the Ohio Tobacco Quit Line at 800-QUIT-NOW.
- Your Quit Specialist will submit your request for patches.
- You will receive a four-week supply of over-the-counter strength NRT patches in the mail.
- An additional four-week supply of free or reduced cost NRT patches may be obtained if needed.

For more information about participating plans and employers, talk to your HR representative, call 800-QUIT-NOW, or visit www.ohioquits.com.


**OHIO
TOBACCO
QUIT LINE CALL IT QUILTS.
800-QUIT-NOW
800-784-8669**

Tobacco-Free Workplace Policy Q & A

Here are some common questions that employees, managers, and others might have about your new tobacco-free policy, along with some suggestions for how to respond:

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Q. Will there be a reduction in healthcare costs at the end of year one?

A. It can be difficult to promise savings in healthcare costs in one year. Refer to the information included in the *The Costs of Secondhand Smoke and Tobacco Use* brochure in this Toolkit for detailed information about the costs associated with tobacco and the potential savings for businesses that go tobacco-free.

Q. Does passive smoking really have any adverse health effects on nonsmokers?

A. Yes. You can refer to the fact sheet on secondhand smoke included in this Toolkit to help inform employees and managers about the known health effects of secondhand smoke. You may also want to seek the support of your corporate medical director or a community health professional in addressing this concern.

Q. Should employees be allowed to take time away from their jobs to participate in tobacco cessation activities?

A. Over the long-term, taking time off to attend cessation programs will actually add up to less time than employees use now for smoking breaks. Cessation programs can also be planned at times that are not part of the workday, but that are convenient for employees, such as before work, during lunch, or right after work.

Q. Will a tobacco-free policy result in the loss of employees who smoke?

A. Very few employees leave companies because of a tobacco-free policy. In one extensive sample of small businesses, only 3.5 percent said that employees left due to a policy.¹

Q. Will a tobacco-free policy be too difficult to enforce?

A. Enforcement procedures are almost never needed. Most policies are self-enforcing and compliance is very high because both management and employees usually support the policy.

Q. Will a tobacco-free policy alienate clients?

A. In most cases, clearly posted signs are enough to alert clients to your policy. Some companies hand out a small card explaining the tobacco-free policy. Sample signs and other reminders are available for free and can be ordered from www.OTPF.org.

Q. Won't a tobacco-free policy cost too much time and money to implement?

A. Experience and limited survey data² have demonstrated that developing and implementing a tobacco-free policy does not need to be expensive or time-consuming. Costs and time can be saved with a well thought out implementation plan.

¹ Sorensen G, Rosen A, Pinney J, Rudolph J, Doyle N. Work-site smoking policies in small business. *Journal of Occupational Medicine* 1991;33:980-984.

² Lewit EM, Kerrebrock N, Lewit S, for the COMMIT Research Group. Costs of developing and implementing worksite smoking control policies. Unpublished data.

How Does Treatment For Tobacco Dependence Compare To Other Services Usually Provided By Health Plans?

Priorities among highly recommended preventative services¹

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SERVICE	Cost Effectiveness (1=low; 5=high)	Disease Prevention (1=low; 5=high)	Total Priority Score
SERVICES USUALLY COVERED			
Childhood vaccinations	5	5	10
Flu shots for age 65+	4	4	8
Pap smear for women	3	5	8
Screening for high blood pressure	3	5	8
Testing for high cholesterol	2	5	7
SERVICES NOT USUALLY COVERED			
Tobacco cessation counseling for adults	4	5	9
Vision screening for age 65+	5	4	9
Screening for colorectal cancer	3	5	8

¹ Coffield AB, Maciosek MV, McGinnis M, et al. Priorities among recommended clinical preventive services. *American Journal of Preventive Medicine* 2001; 21(1)

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Employee Information About Ohio Tobacco Quit Line 800-QUIT-NOW

Quit Smoking Or Using Tobacco With The Help Of A Free Telephone Counseling Service

What is the Ohio Tobacco Quit Line?

The Ohio Tobacco Quit Line provides individual counseling for Ohioans who want to quit smoking or using tobacco. When you call Quit Line, you'll get a personal quit plan to guide you through all phases of quitting. Our Quit Specialists will help you prepare for your quit date, and they'll even be here to support you should you relapse.

Who can call?

Ohioans who want to quit using tobacco or who are concerned about a family member or friend's tobacco use.

When can I call?

Ohioans can call toll free 800-QUIT-NOW:

- Monday-Thursday: 9am to 11pm.
- Friday: 9am to 9pm.
- Saturday-Sunday: 10am to 6:30pm.

(24-hour voice mail, we'll call you back)

What happens when I call?

When you call the Ohio Tobacco Quit Line, you'll receive:

- FREE support and advice from an experienced Quit Specialist via a series of five calls.
- A FREE personalized quit plan and self-help materials.
- FREE information about medications that can help you quit.

FIRST CALL:

- Your Quit Specialist will begin the enrollment process.
- Your Specialist will ask about your lifestyle and your tobacco use.
- You'll learn about the services offered by Quit Line.
- You'll talk about the pros and cons of quitting.
- Your Specialist will reinforce reasons for quitting and help you identify sources of support.
- You'll talk about habits, reasons for using tobacco, and your level of addiction.
- You'll get information about the quitting process and about Nicotine Replacement Therapy (NRT) products that could help you quit.
- You'll schedule your next calls.

SECOND CALL:

- Your Specialist will help you prepare to quit.
- You'll get ideas on how to break your tobacco use habits.
- If you're planning to use any type of medication to quit, your Specialist will review your options and will go over how to use the medicine.
- You'll set a quit date and review strategies for cutting down, making changes, and developing a quitting plan.

THIRD AND FOURTH CALLS:

- You'll make these calls during your first few weeks of quitting.
- Your Specialist can help with withdrawal symptoms and cravings.
- You'll learn about healthy eating, stress management, and exercise.

FIFTH CALL:

- Your Specialist will reassure you that you have support from Quit Line and from family and friends.
- You'll learn about other resources for staying tobacco-free.
- You'll get tips for how to deal with a relapse.

RELAPSE CALL:

- If you do have a relapse, you can call a Quit Specialist for help.
- The Specialist will help you identify your reasons for the relapse.
- You'll review your quit plan and set a new quit date.

Does it work?

YES. Quit Line callers are FIVE TIMES more likely to succeed than those who try to quit on their own.

QUIT NOW. FEEL THE DIFFERENCE.

Improvements in your health begin within minutes of quitting, even if you have used tobacco for years:

20 minutes: blood pressure and pulse rate decrease.

8 hours: carbon monoxide and oxygen levels in blood return to normal.

1 day: the chance of a heart attack decreases.

2 days: sense of smell and taste improve.

2 weeks to 3 months: circulation improves and lung function increases.

1 to 9 months: coughing, sinus congestion, fatigue, and shortness of breath decreases.

1 year: the likelihood of a heart attack is cut in half.

THREE GOOD REASONS TO CALL IT QUILTS.

- **Your family**—Live a healthier, longer life and watch your family grow. They need you.
- **Your health**—Tobacco use causes cancer, heart disease, chronic bronchitis, asthma, and emphysema, to name a few.
- **The cost**—The average smoker spends \$500-\$3000 a year on cigarettes—costly in more ways than one.


OHIO TOBACCO
QUIT LINE CALL IT QUILTS.
800-QUIT-NOW
800-784-8669

Ohio Tobacco Quit Line services are available in English and Spanish. The deaf and hard of hearing community can reach Quit Line at TTY: 888-229-2182.

For more information about Quit Line, visit www.ohioquits.com.