



## **Faith-Based Organization WellSpot Tobacco-Free Campus\* Policy Sample**

\*The tobacco-free campus model policy is designed for faith-based organizations whose property includes more than one building.

In order to meet the faith-based organization campus tobacco-free policy criteria, the policy must include these elements:

- Provides rationale for tobacco use policy
- Prohibits tobacco use on company or organization campuses (all facilities owned, leased, or rented by the company/organization)
- Indicates tobacco use is prohibited within 25 feet of building entrances, building windows, building air intakes, sidewalks, outdoor breezeways, outdoor common areas, or any other outdoor areas designed for people to gather or walk
- Defines tobacco to include all types of smoking, smoking devices (electronic cigarettes, and smokeless tobacco products)
- Requires referrals to tobacco cessation resources
- Requires enforcement for staff violations
- Prohibits smoking in company vehicles (if applicable)



## Rationale

{ Faith Based Organization's Name } is committed to providing safe and healthy work environments. Smoking is a proven health and safety hazard, both to the smoker and non-smoker. It has been proven to be the leading cause of preventable death in the United States. { Faith Based Organization's Name } also recognizes the hazards caused by second-hand smoke exposure. The following policy shall be implemented to provide a tobacco-free environment for all employees and visitors on any property owned, leased, or operated by { Faith Based Organization's Name }.

## Policy

Tobacco use is prohibited at all times on all property owned, leased, or operated by { Faith Based Organization's Name }, within 25 feet of all building entrances, operable windows, and outdoor air intakes. Tobacco use is also prohibited within 25 feet of all outdoor areas designed for people to gather or walk. This includes sidewalks, outdoor breezeways, and outdoor common areas. This policy covers any vehicles owned or leased by { Faith Based Organization's Name } and is inclusive of the interior and exterior of the vehicle. The policy is applicable to all employees on { Faith Based Organization's Name } property, whether they are employees of { Faith Based Organization's Name } or other agencies, visitors, volunteers, vendors, and contractors. The policy applies use of tobacco products including smoking of cigarettes, cigars, pipes or the use of chewing or spit tobacco, electronic smoking devices (i.e., e- cigarettes, vapors), or the use of any other oral smoking device for the purpose of circumventing the prohibition of smoking.

## Definitions

*[In this section define tobacco use, smoking, electronic smoking devices, property, employee, visitor, outdoor common areas, and any other definition that would require defining within your policy]*

**“All Times”** means 24 hours a day, 7 days a week.

**“Tobacco Use”** is defined as: cigarettes, cigars, pipe, pipes or rolling tobacco, tobacco substitutes (e.g. clove cigarettes), chewing or spit tobacco, or any type of electronic smoking device.

**“Smoking”** is defined as: inhaling, exhaling, burning, carrying or possessing any lighted or heated tobacco product, including cigarettes, cigars, pipe tobacco, hookah, and other lighted or heated combustible plant material. \*Smoking also includes the use of any type of electronic smoking device.



“**Electronic Smoking Device**” is defined as any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-hookah, vape pen, or under any other product name or descriptor.<sup>1,2</sup>

### **Accountability<sup>2</sup>**

#### **Employee**

Enforcement of this policy by encouraging colleagues, visitors, and others to comply is a shared responsibility of all employees of { **Faith Based Organization’s Name** }. Employees should communicate the policy to visitors with courtesy and respect. Employees should contact their supervisor if they encounter difficulty with enforcing this policy.

#### **Supervisor**

Supervisors are responsible for implementing and enforcing { **Faith Based Organization’s Name** }’s smoke-free environment among employees. This includes ensuring employees are adequately informed of the policy and of the disciplinary actions that will be taken should they not meet compliance.

### **General Policy Provisions**

Employees and visitors shall be notified of the policy through signs posted at strategic locations throughout all property owned, operated, or leased by { **Faith Based Organization’s Name** }. Employees who violate the smoke-free policy may be referred to the Louisiana Tobacco Quitline (1-800-QuitNow), which is a free counseling service for tobacco cessation.

### **Exception<sup>3</sup>**

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.

### **Procedures**

*[Outline specific procedures employees, volunteers and vendors will follow.]*

*For example, new employees receiving explanation of the new policy, included within job announcements, and any steps of enforcement and compliance you deem necessary beyond the Accountability section above.*

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<sup>1</sup> Americans for Nonsmokers’ Rights. (n.d.). Model Ordinance Prohibiting Smoking in All Workplaces and Public Places (100% Smokefree). Americans for Nonsmokers’ Rights. Available at: <http://www.no-smoke.org/pdf/modelordinance.pdf>

<sup>2</sup> Morris, C.W., Pavlik, J., Mumby, S.J., Morris, C.D. (2015). The Dimensions: Tobacco-Free Policy Toolkit. University of Colorado Anschutz Medical Campus, School of Medicine, Behavioral Health and Wellness Program. Available at: <https://www.bhwellness.org/toolkits/Tobacco-Free-Facilities-Toolkit.pdf>

<sup>3</sup> American Lung Association in Minnesota. (2016). Making Your Worksite Tobacco-Free; Third Edition. Adapted by American Lung Association in Iowa. Available at: <http://www.lung.org/local-content/minnesota/documents/worksite-wellness-toolkit.pdf>.