



Worksite WellSpot Tobacco-Free Policy Sample

In order to meet the worksite tobacco policy criteria, the policy must include these elements:

- Provides rationale for tobacco use policy
- Prohibits tobacco use on company premises (all facilities owned, leased, or rented by the company, including parking lots)
- Does not include designated smoking areas
- Defines tobacco to include all types of smoking and smokeless tobacco products.
- Includes smoking devices (e-cigarettes)
- Requires referrals to tobacco cessation resources
- Requires enforcement for staff violations
- Prohibits tobacco use in company vehicles (if applicable)
- Prohibits promotion and/or sale of tobacco products (if applicable)



Rationale

{ Company's name } recognizes the hazards caused by tobacco use on the health of our citizens; we shall implement the following policy to provide a tobacco-free environment for all employees and visitors on any property owned, leased, or operated by { Company's name }.

Policy

Tobacco use is prohibited on all property owned, leased*, or operated by { Company's name }, including parking lots. This policy covers any vehicles owned or leased by { Company's name } and is inclusive of the interior and exterior of the vehicle. The policy is applicable to all employees on { Company's name } property whether they are employees of { Company'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.

****For property leased by this organization: smoking is prohibited within 25ft of the property entrance****

Definitions

[In this section define tobacco, smoking, electronic smoking devices, property, and any other definition that would require defining within your policy]

Tobacco 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. ¹

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 electronic smoking devices.

*Please note: this definition goes beyond state law L.A. RS 40:1300.251 et seq; "Louisiana Smoke-free Air Act"

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 to simulate smoking through inhalation of vapor or aerosol from the produce the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e- cigarette, e-cigar, e-pipe, e-hookah, vape pen, nicotine inhaler, or under any other product name or descriptor.²

¹ 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>

² 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>



Accountability¹

Employee

Shared responsibility of the {Company Name} employees to enforce the tobacco-free environment by encouraging colleagues, visitors, and others to comply with the policy. Employees should communicate the policy with visitors with courtesy and respect. Should the employee encounter difficulty with enforcing this policy, they should contact their supervisor.

Supervisor

Supervisor are responsible for implementing and enforcing {Company Name}'s tobacco-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 throughout all property owned, operated, or leased by {Company's name}. Employees who violate the Tobacco-Free policy may be referred to the Louisiana Quit-Line (1-800-QuitNow), which is a free counseling service for tobacco cessation.

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]