General Administration:
Date of Issue:
Proponent:
Material Superseded:

Tobacco-Free Campus Policy Example

Purpose

Research has clearly identified that tobacco use remains the leading cause of preventable death in this country and second hand smoke is a known cancer-causing agent. In light of concern for those who visit or work at INSERT COMPANY NAME, and the assumption that tobacco use and the dangers of nicotine impact INSERT COMPANY NAME's ability to provide a safe, healthy, comfortable and productive environment for all, INSERT COMPANY NAME has been designated as tobacco-free as of INSERT DATE. Success of this policy will depend upon the thoughtfulness, consideration and cooperation of all tobacco users and non-users alike.

Policy

Smoking or other use of tobacco or tobacco-like products (examples include but are not limited to cigarettes, electronic cigarettes, cigars, chewing tobacco, snuff, pipes, snus…etc.) during company paid time/or while on company property at any time, is strictly prohibited. This includes any emerging tobacco product or simulated smoking device. Prohibition includes any and all buildings owned, leased, rented and areas maintained by INSERT COMPANY NAME; any grounds, parking lots or contiguous sidewalks (within 300 feet of company property); vehicles owned or leased by INSERT COMPANY NAME. Any use of tobacco, tobacco-like products in the vehicle of any employee, contractor, vendor or visitor when on INSERT COMPANY NAME property is prohibited. The distribution or sale of all tobacco products, including products derived from tobacco is strictly prohibited. FDA approved nicotine-replacement therapies are not prohibited. This tobacco-free campus policy extends as labor and lease agreements permit.

There are no designated smoking or tobacco-use areas within any INSERT COMPANY NAME location or on any grounds. All INSERT COMPANY NAME employees, while representing INSERT COMPANY NAME on company business during company paid time/or while on company property at any time, shall not use tobacco products or tobacco-like products listed above.

All employees, students, visitors, vendors, contract workers, volunteers or any person coming on grounds or to the facility must comply with this policy.

This policy is in compliance with regulations and directives of the Joint Commission Standards.

This policy complies with the Iowa Smoke-free Air Act in the Iowa Code.

Responsibility
All employees share the responsibility for enforcing the policy. Any person who observes violations of the policy may report these violations to the supervisor of the employee in question. Once the employee's supervisor has been notified of a violation, or if the supervisor directly observes a violation by an employee under their direction, the supervisor is responsible for discussing the violation with the employee and taking appropriate administrative action.

Procedures

- The policy will be communicated through WEBSITE, job postings, media coverage and signage at each location.
- Signs bearing the message, "Tobacco-Free Campus" will be posted at each campus entrance and on buildings (as applicable). Signage will be within company vehicles.
- Those who smoke or use tobacco products shall ensure that the odor of tobacco is not present when on INSERT COMPANY NAME property.
- Visitors or other non-employees will be politely informed of any policy violation and provided with information explaining the policy in a supportive and educational manner. Continued non-compliance may result in security escorting the individual from the property.
- Applicants and interviewees will be advised that INSERT COMPANY NAME is a tobacco-free worksite.
- Employees are advised of the provisions of this policy during new employee orientation.
- All employees are authorized and encouraged to communicate and reinforce this policy with courtesy and diplomacy to any person whom they see violating the policy.
- Supervisors are responsible to ensure that employee violations of this policy are administered promptly and consistently.
- Employees who violate this policy will be subject to disciplinary action up to and including termination as per INSERT COMPANY NAME's progressive discipline process.
- Employees, spouses and domestic partners who wish to quit using tobacco will be given information on the services of Quitline Iowa and other applicable tobacco cessation programs (for example, employer-sponsored cessation programming), alternatives to tobacco use (e.g. Nicotine Replacement Therapy) and/or materials.

Effective Date for Current Employees
XXX

Effective Date for All New Hires
XXX

Approved by: _____

Prepared by: _____

Reviewed by: _____

<u>Revision History:</u>

Original Issue:

Updates: