

Drafting a TFC Policy Checklist

- ✓ Spell out the rationale
- ✓ Keep the policy as strong and simple as possible
- ✓ Minimize policy exceptions
- ✓ Be very specific about:
 - Who the policy applies to
 - When it is in effect
 - Where it is in effect
 - How it will be enforced
 - The consequences of violating the policy

The policy provisions should address such questions as:

- Does the policy apply to only smoking or to other tobacco products as well?
- Are employees prohibited from bringing tobacco products or just using these products on campus? There should be clarity regarding the differences between use and possession in the policy.
- What tobacco use cessation services will the organization offer to employees and through what channels?
- Does the policy apply to contractors, clients, patients, visitors, and other nonemployees, or only to employees?
- Does the policy apply to all campus areas (e.g., owned property, leased facilities, parking lots, parking decks, construction areas)?
- Does the policy apply only during normal working hours, during hours when the campus is open to the public, or 24 hours a day/seven days a week?
- What provisions exist for employees to take smoking breaks?
- Are employees allowed to leave the campus to smoke during the workday?
- Does the policy apply to the use of tobacco products in private vehicles while these vehicles are on campus (e.g., in parking lots)?
- Does the policy apply to the use of tobacco products in company vehicles when these vehicles are on campus? When these vehicles are off campus?
- Who is responsible for informing staff? Visitors?
- Who is responsible for spotting and reporting violations? Fielding complaints regarding possible violations? Initiating disciplinary measures for noncompliance?
- What will the disciplinary measures be?