

State of Oregon Tobacco Prevention and Control Program Sample Policy for Tobacco Free Worksites

Tobacco-Free Facility & Grounds Policy

Overview

This policy clarifies [Organization's] prohibition of the use of tobacco products in all interior and exterior spaces owned or wholly leased by [Organization].

Purpose/Rationale

The U.S. Surgeon General has determined there is no safe level of exposure to secondhand smoke. Establishing a tobacco-free [Organization] to reduce the risks associated with tobacco use will create a healthy environment for all employees, volunteers, visitors, vendors and clients.

Applicability

This policy applies to all [Organization] employees, clients, volunteers, visitors, vendors and clients in all interior spaces, and on all outside property or grounds of facilities owned or leased by [Organization].

Compliance

Failure by an employee to comply with this policy may result in disciplinary action, up to and including dismissal from service. Volunteers may have their service terminated.

Policy

1. Employees, clients, volunteers, visitors and vendors shall not use tobacco in any form in the interior space of facilities owned or wholly leased by [Organization], in vehicles, including water craft, owned or leased by [Organization], or on the outside property or grounds owned or wholly leased by [Organization], including parking areas and private vehicles parked on [Organization] property. This policy includes any employee representing [Organization] off-site, while conducting [Organization] business. [Organization] does not allow the transporting of tobacco products when traveling to communities for [Organization] business.
2. For the purposes of this policy, "tobacco" is defined to include:
 - A. Cigarettes, cigars, pipes, and any other smoking product.
 - B. Dip, chew, snuff, snus, and any other smokeless tobacco product.
 - C. Nicotine delivery devices, such as e-cigarettes, excluding FDA-approved nicotine replacement therapy products for the purpose of tobacco cessation.
3. If questions arise regarding the actual physical parameters of the prohibition for any particular [Organization] property, the [Organization] chief administrative officer or designee shall provide a final determination.

Enforcement and reporting of violations

1. Signs stating [Organization's] tobacco-free policy are considered the first line of enforcement for this policy. Signs will be clearly posted on the perimeter of the property, at all entrances and exits, and in other prominent places.
2. This policy is the shared responsibility of all [Organization] personnel. Employees are authorized and encouraged to communicate this policy with courtesy, respect and diplomacy to everyone. If difficulties arise with compliance, an employee shall notify security or a management-level staff member.
3. Any person who observes an employee violating the policy is encouraged to address the noncompliance with the employee in question.
4. Management and supervisory staff are responsible for ongoing compliance with this policy within their respected work areas. In addition, management and supervisory staff are expected to adhere to standard practice in resolving any issues of noncompliance.

Cessation Assistance

1. [Organization] is committed to assisting employees, volunteers, clients, visitors and vendors in overcoming tobacco dependency.
2. [Organization] employees have access to tobacco cessation programs and medications (when indicated) as part of their standard medical benefits. In addition, [Organization] will communicate the policy to all current and new employees and shall provide ongoing support and resources to employees as part of the policy implementation.
3. [Organization] volunteers and clients may be referred to Oregon's Tobacco Quit Line, 1-800-QUIT NOW, which is a free tobacco cessation resource. The Quit Line is operated by the Oregon Tobacco Prevention and Control Program.

Sale and Promotion of Tobacco Products

1. [Organization] will not sell or allow the sale of any tobacco products on [Organization's] property.
2. [Organization] prohibits the advertising or promotion of any tobacco products on [Organization's] property.
3. For the purposes of this policy, "tobacco products" includes any product intended for human consumption that is comprised of or contains tobacco, and nicotine-delivery devices, such as e-cigarettes, excluding FDA-approved nicotine replacement therapy products for the purpose of tobacco cessation.