

# Tobacco-Free Campus: Benefits & Sample Policy

## Benefits of Being a Tobacco-Free Campus:

Promoting and supporting a tobacco-free workplace and campus makes good business sense. It says a lot about your commitment to your employees and customers. It says you care.

A recent study found that the implementation of a smoke-free campus policy in an office workplace that already had a smoke-free policy for indoor settings was associated with an increase in quit rates and a reduction in daily cigarette consumption among continuing smokers.

Among adult smokers, 70% report that they want to quit completely, and more than 40% try to quit for at least 24 hours each year.

Unlike smoke-free indoor policies, tobacco-free campus (TFC) policies are not solely designed to protect nonsmokers from secondhand smoke but rather are also intended to encourage employees to improve their health by quitting the use of tobacco products. Tobacco-free campuses create work environments in which tobacco users find it easier to reduce their consumption or quit altogether.

Establishing a TFC provides employers with an opportunity to communicate a consistent pro-health message, project a positive image, and reduce [tobacco-related health care costs](http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/tobacco/index.htm). Providing cessation benefits (coverage for counseling and medications) in conjunction with the policy supports the quitting process. (<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/tobacco/index.htm>)

## Help Your Business Make a Difference:

The following is an example of steps to a tobacco-free work campus policy:

### Company X

#### Tobacco Free Work Environment Policy

##### Objective

Company X is committed to providing a safe and productive work environment for the welfare of their employees. To assist in achieving this goal, the Company has established a Tobacco Free Work Environment.

##### Policy Statement

It is the policy of the Company that all work environments will be tobacco free.

##### Scope

This policy applies to all work locations and to all employees, customers, contractors, agents, vendors, guests, or other individuals present in the Company X Work Environment.

##### Exceptions

None

##### Definitions

Work Environment - This includes any property owned, leased, or rented by the Company, its buildings, offices, parking lots, walkways, sidewalks surrounding these areas, meeting facilities used for off-premises meetings, and any Company vehicle.

Tobacco Free - This means the use of any tobacco product, in any Company X Work Environment, is prohibited.

**Procedures  
Assigned to:**

**Human Resources**

**Actions:**

1. Communicate this policy to all current and future employees.
2. Communicate this policy to all employment candidates during the recruiting process.
3. Provide smoking cessation programs and support prior to the effective date of this policy.
4. Ensure consistent application of disciplinary action in accordance with this policy.

**Employees**

1. Will read and acknowledge receipt of this policy.
2. While in a Company X Work Environment, will not:
  - a. Smoke or use chewing tobacco in Company buildings, offices, vehicles, parking lots, or walkways.
  - b. Smoke or use chewing tobacco on the sidewalks surrounding Company X buildings or offices.
  - c. Leave the campus or office to smoke or use chewing tobacco while on Company paid time.  
This includes paid breaks but not regularly scheduled lunch breaks.
3. Report suspected violations of this policy to their direct supervisor or manager.

**Officers, Managers  
& Supervisors**

1. Be accountable for enforcing this policy. As such, they will immediately report suspected violations to their manager and Human Resources.
2. Work with Human Resources to determine and apply the appropriate disciplinary action as follows:
  - a. First offense. Issue a verbal warning and referral to a Tobacco Cessation Class.
  - b. Second offense. The employee will be issued a written warning.
  - c. Third offense. The employee will be placed on probation.
  - d. Fourth offense. The employee will be terminated.

**Other**

1. Outside groups wishing to use facilities owned, leased, or rented by Company X must be notified of this policy and agree to its provisions.

