

# ***Model Tobacco-Free Policy for Worksites***

## **Purpose**

According to the U.S. Surgeon General's Report of 2006, the Environmental Protection Agency of 1992, the South Carolina Clean Indoor Air Act of 1990, and the Federal Pro-Children Act of 1994, tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings. This worksite, \_\_\_\_\_ will provide a 100% tobacco-free, smoke-free environment.

## **Goals**

The goal of this policy is to provide and enforce a 100% tobacco-free, smoke-free environment for all employees, contractors, and visitors within its facilities, vehicles, grounds and at all sponsored events. This goal will be achieved by the leadership/management being supportive in:

- Exhibiting healthy behavior for all employees, contractors, and visitors.
- Providing appropriate tobacco cessation educational materials; and
- Providing access to cessation counseling or referral services for all employees.

## **Procedures**

As a worksite in South Carolina, we will:

- Prohibit the use and/or sale of all tobacco products including but not limited to cigarettes, cigars, pipes, smokeless tobacco and snuff by all employees, contractors, and visitors.
- Ensure that tobacco use prevention programs and cessation services/referrals are an integral part of its human services, and health/wellness initiatives.
- Provide assistance for cessation services/referrals as deemed appropriate on an individual basis.
- Display appropriate signage in all areas (facilities, grounds, and vehicles), and provide policy in writing (contracts, orientation manuals, performance evaluations, etc.) to all employees, contractors, and visitors.

## **Enforcement**

This worksite, \_\_\_\_\_ will enforce this policy by determining appropriate disciplinary actions for violators (employees, contractors, and visitors). Actions may be inclusive of the following:

- Employees: verbal reprimands, written notification placed in personnel file, suspension, and mandatory enrollment in a tobacco education program or voluntary enrollment in a cessation program.
- Contractors: written notification of policy violation, possible cancellation of contracts, request to leave property.
- Visitors: verbal requests to not use tobacco products, request to leave property, and prosecution for disorderly conduct after repeated offenses.

## **Education and Assistance**

As a worksite, leadership/management will be responsible for educating employees, contractors and visitors about the new policy and provide assistance for compliance.

## **Tobacco Industry Marketing or Sponsorship**

This worksite, \_\_\_\_\_ will not accept any contributions or gifts, money or materials from the tobacco industry or related companies. Also, this worksite will not participate in any type of functions that are funded by the tobacco industry.

In addition, any gear or clothing that advertises tobacco use or tobacco products will not be allowed on worksite grounds.