

DESIGNING A 100% SMOKEFREE WORKPLACE POLICY

The goal of your smokefree workplace policy is to promote a healthy and productive work environment for all employees. A worker-friendly policy should clearly communicate your company's concern for the health and well-being of all employees and should be designed to treat all workers fairly.

The policy should be put in writing, clearly identifying both the goals and the steps necessary to meet those goals. Whenever possible, the new policy should be integrated with similar programs and procedures on health and safety in the workplace, as is shown in the diagram "Sample Workplace Health and Wellness Program". The policy statement should emphasize goals including providing a healthy workplace, supporting workers who want to quit smoking, and protecting all employees from secondhand smoke.

The written policy should include:

- The purpose of the policy
- A connection between the policy and company values
- A time frame for implementation
- A clear statement that the policy applies to everyone: employees, visitors, sub-contractors, and others
- A clear statement that tobacco use is not allowed anywhere in company buildings or on company property; if there are exceptions they should be noted (See discussion below.)
- A description of the support available for smokers, such as counseling and smoking cessation services
- The consequences of non-compliance
- The names and contact information of designated staff members who can answer questions related to the policy



Most elements of the written policy are straightforward. Several points, however, require special attention. These include:

Compliance. In general, smokefree policies tend to be self-enforcing, with high compliance rates. Non-compliance with the policy should be handled in the same manner non-compliance is handled with your company's other policies. It should be made clear that compliance with the policy is a condition of employment. The first response to non-compliance by a staff member should also involve counseling about the policy and the reasons behind it.

Does the policy apply outdoors? To provide adequate protection for non-smokers, indoor workplaces should be 100% smokefree. Some workplaces allow employees to smoke outdoors, in designated areas located away from doors and windows. However, there is a growing trend toward providing a completely smokefree property, indoors and out. The rationale for not allowing smoking outdoors is to provide a healthy work environment that fully supports employees who wish to quit smoking. Eliminating outdoor smoking also eliminates cigarette litter issues and the need to enforce rules regarding designated smoking areas. If your company allows outdoor smoking, the written policy should specify where such smoking is permitted, and appropriate arrangements should be made to minimize cigarette litter.

This toolkit includes a model smokefree workplace policy and sample smokefree and tobacco-free policies from other companies that you may customize to fit your needs.



Model Smokefree Workplace Policy

[Note: This model policy may be easily adapted to implement a tobacco-free policy if your company chooses to do so.]

[company name] is dedicated to providing a healthful, comfortable, and productive workplace for all its employees.

The health hazards related to smoking are well-documented. These health hazards impact both the smoker and the non-smoker who is exposed to secondhand smoke. Therefore, [company name] will provide a smokefree workplace to all of its employees and all visitors.

Principles

- This policy will apply to all persons, at all times, in company-owned or leased buildings and vehicles [if feasible: "and on company-owned or leased outdoor property"].
- This policy will be implemented no later than [date of implementation].
- This policy also applies to company-sponsored meetings and events on or off company premises.
- [If feasible: "This policy applies to personal vehicles on company property, including parking lots."]
- Smoking of all types (including but not limited to cigarettes, bidis, kreteks, pipes, and cigars) is prohibited.
- Tobacco cessation and awareness programs, referrals, and resources will be made available to employees who desire to stop using tobacco. [Include information about where to go to receive help or information on quitting smoking.]
- Compliance with the smokefree workplace policy is mandatory for all employees and persons visiting the company, with no exceptions. Employee non-compliance with the policy will result in disciplinary action.
- This policy will be enforced through administrative action by supervisors and managers. Supervisors are responsible for ensuring that employees under their direction are aware of the policy and comply with it and for taking appropriate action to correct non-compliance. Supervisors are responsible for ensuring that all employees are notified of the new policy and receive a copy of 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 his or her direction, the supervisor is responsible for discussing the violation with the employee and taking appropriate disciplinary action. If the problem persists, an employee who observes violations of the policy can speak to [company department, name, and phone number for complaints].
- Any disputes involving this policy should be handled through the company's established procedures for resolving work-related problems.
- Questions regarding this policy should be referred to [provide contact information for one or more staff designated to handle inquiries].

Sample Smokefree Workplace Policies

Johnson & Johnson

Worldwide Tobacco-Free Workplace Policy

1. POLICY
 - 1.1 Johnson & Johnson and its affiliates desire to promote the health and wellness of their employees by incorporating a total "tobacco-free" workplace. Companies can individually manage their transition to a "tobacco-free" workplace based on their current smoke-free status, but must be totally "tobacco-free" by no later than January 1, 2007.
 - 1.2 To be in compliance with this policy, companies must communicate the tobacco-free workplace policy to employees and develop site-specific implementation plans in conjunction with site management, Human Resources, and Health & Safety no later than January 1, 2006.
 - 1.3 Each affiliate is expected to establish a company policy of its own which incorporates each of the elements described in this corporate policy. Where local laws restrict certain concepts in the policy, it is expected that the local company policy will be modified to be permissible under the law.

2. PURPOSE

2.1 The personal health hazards related to all tobacco products, which include but are not limited to, smoking (e.g., cigarettes, pipes, cigars, hookah, etc.) and/or using smokeless tobacco (e.g., snuff, chew-gutka, jarda, betel quid, etc.) have been well-documented. The health hazards related to smoking impact both the smoker and the non-smoker who is exposed to secondhand smoke. It is the intent of Johnson & Johnson companies to provide all employees with a work environment conducive to good health.

3. APPLICABLE

3.1 This policy is applicable to all employees, contractors, and visitors while on the property at any of our locations worldwide. As necessary, this policy will be modified to comply with local laws regulating designated smoking areas.

3.2 All employees, contractors, and visitors are prohibited from using tobacco at Johnson & Johnson company workplaces. The workplace is defined as inside all Johnson & Johnson company-owned or leased facilities, as well as outside on the grounds and parking lots, and inside company-owned or leased vehicles and personal vehicles on company property. This policy also applies to company-sponsored meetings and events on or off company premises. Prohibited uses of tobacco include but are not limited to smoking (e.g., cigarettes, pipes, cigars, hookah, etc.) and/or using smokeless tobacco (e.g., snuff, chew-gutka, jarda, betel quid, etc.).

3.3 Tobacco cessation and awareness programs, behavioral modification tools, referrals, and resources will be made available to employees who desire to stop tobacco use.

3.4 Employee non-compliance with the policy will result in disciplinary action.

3.5 Any questions regarding this policy should be referred to the local Human Resources and/or Health & Safety representative.

Welch Allyn Smokefree Workplace Policy

PURPOSE

To provide clean air in all Welch Allyn Affiliated Company work environments.

AFFECTS

All Welch Allyn Affiliated Company employees, agency temporary, contract employees, and all non-employees.

POLICY

No smoking or lighting of cigarettes, cigars, pipes, or other substances on company property. Property is defined as office or plant site or building and any motor vehicle owned by a Welch Allyn Affiliated Company.

Violations of this policy will be treated according to the following progressive counseling schedule. Steps 2-4 will be documented in the employee's file.

1. First time an employee is found smoking results in a verbal warning, including a review of the policy.
2. Second time results in a written warning.
3. Third time results in a one-day leave without pay, to consider the seriousness of the situation.
4. Fourth time results in termination.

For violations in areas of volatile substances or products damageable by smoke, step 3 or 4 may be invoked directly.

The Dow Chemical Company

In North America, all Dow property and meetings are smokefree. All Dow Health Services facilities are tobacco-free.

Globally, all Dow buildings and meetings are smokefree. Designated outside smoking areas are still allowed.