

State of Alaska Tobacco Prevention and Control Program Model 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. The _____ (organization) strives to foster a healthy and productive environment for all employees and visitors. Tobacco use negatively affects the entire community and compromises the decades of investment in preventive health measures. Each year, around 700 Alaskan's die from a smoking-related illness and approximately \$575 million is spent each year on annual health care costs in Alaska directly caused by smoking.

Applicability

This policy applies to all _____ (organization) employees, clients, volunteers, visitors and vendors 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

- 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.

Definitions

For the purposes of this policy, "tobacco" is defined to include, but not be limited to any cigarette, cigar, cigarillo, pipe tobacco, loose tobacco, electronic cigarette, bidi, clove cigarette, and any other smoking product; and smokeless or spit tobacco in any form, such as iqmik, dip, chew, snuff, or snus, or dissolvable. Under this definition, all nicotine products are derived from tobacco unless proven otherwise. This policy excludes FDA-approved nicotine replacement therapy for the purpose of tobacco cessation.

For the purposes of this policy "smoking" means inhaling, exhaling, burning, or carrying a lighted or heated cigarette, cigar, pipe, hookah, or tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form or using an electronic nicotine delivery system (such as an electronic cigarettes or vapes), or other smoking device.

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

- 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 in other prominent places.
- This policy is the shared responsibility of all _____ (organization) personnel. Employees are authorized and encouraged to communicate this policy with courtesy, respect and diplomacy, especially with regard to visitors. If difficulties arise with compliance, an employee shall notify security or a management-level staff member.
- Any person who observes an employee violating the policy is encouraged to address the noncompliance with the employee in question.
- 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

- _____ (organization) is committed to assisting employees, volunteers, clients, visitors and vendors in overcoming tobacco dependency.
- _____ (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.
- _____ (organization) volunteers and clients may be referred to Alaska's Tobacco Quit Line 1-800-QUIT NOW, which is a free tobacco cessation resource. The Quit Line is operated by the Alaska Tobacco Prevention and Control Program.

Sale, Promotion, Exchange, and Barter of Tobacco Products

- _____ (organization) will not sell or allow to be sold any tobacco products on _____ (organization) property.
- _____ (organization) prohibits the advertising or promotion of any tobacco products on _____ (organization's)] property.
- _____ (organization) prohibits the exchange and barter of "tobacco products" while on paid work time, including work related travel.