

Model Tobacco-Free Policy for Worksites

Purpose

According to the U.S. Surgeon General's Report of 2006, the Environmental Protection Agency of 1992, and the South Carolina Clean Indoor Air Act of 1990, tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings.

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 [facility, vehicles, grounds] and at all sponsored events. Tobacco-free means no use of tobacco products (smoking and smokeless) and includes no e-cigarettes or vaping. Smoke-free means no use of smoking tobacco products that produce secondhand smoke and includes no e-cigarettes or vaping. This goal will be achieved by the leadership/management being supportive in the following ways:

- Supporting the tobacco-free policy;
- Eliminating exposure to secondhand smoke and vaping toxins;
- Reducing fire hazards related to tobacco use; and
- Providing the S.C. Tobacco Quitline materials on-site.

Procedures

- Prohibit the use and/or sale of all tobacco-containing or tobacco-derived products (snuff, chewing tobacco, dip, cigarettes, cigars, pipes, and e-cigarettes - vapes, pens, e-cigs, etc.);
- Ensure tobacco use prevention cessation services are available;
- Display appropriate signage and provide the policy in writing.

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 the property, and prosecution for disorderly conduct after repeated offenses.

Education and Assistance

Leadership/management will be responsible for educating members, visitors, and contractors about the new policy.

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 function that is funded by the tobacco industry. Any gear or clothing that advertises tobacco use or tobacco products will not be allowed on the property.