



Iowa Department of Public Health Promoting and Protecting the Health of Iowans

Tobacco-Free/Nicotine-Free Policy guidelines for use with Businesses

Fact and Purpose:

[Business] finds that:

- a) Tobacco use is the single most preventable cause of death in the United States.¹
- b) Nonsmokers exposed to secondhand smoke are more likely to develop heart disease, lung cancer, and stroke^{2,3}; and
- c) Inhaling e-cigarette aerosol directly from the device or from secondhand aerosol is potentially harmful to health⁴; and
- d) Tobacco products (extends to all types of tobacco, nicotine and electronic smoking device (ESD) products), once consumed in public spaces, are often discarded on the ground requiring additional maintenance expenses and diminish the beauty of outdoor grounds; and
- e) The prohibition of tobacco and nicotine use at all times will serve to protect the health, safety and welfare of staff and visitors.

Policy

Smoking or other use of tobacco or tobacco-like products (examples include but are not limited to cigarettes, electronic cigarettes, cigars, chewing tobacco, snuff, pipes, snus, etc.) during business hours or on company property, at any time, is strictly prohibited. This includes any emerging tobacco product or simulated smoking device. This also includes all nicotine products not regulated or approved by the Food and Drug Administration (FDA). Prohibition includes any and all buildings, owned, leased, rented and areas maintained by **[business]**; any grounds, parking lots, ramps, plazas or contiguous sidewalks; and in vehicles owned or leased by **[business]**. Use of tobacco or tobacco-like products in any vehicle of any employee, contractor, vendor or visitor when on **[business]** property is prohibited. This policy applies to all off-campus sites including clinics, office buildings or any **[business]** programs operated offsite. The distribution or sale of all tobacco products is prohibited.

There are no designated smoking areas within any **[business]** location or on any grounds. Ash receptacles and spittoons are not available on company property. All **[business]** employees, while representing the company, shall not use tobacco products. Adherence to this policy requires that tobacco users refrain from using these products while on campuses and when at work/on company business.

All employees, physicians, students, visitors, patients, vendors, contract workers, volunteers or any person coming on grounds or to the facility must comply with this policy.

This policy is in compliance with regulations and directives of the Joint Commission standards.

The policy complies with the Iowa Smokefree Air Act in the Iowa Code.
<http://www.iowasmokefreeair.gov/>

Responsibility

All persons coming onto [business] property and/or entering the buildings are required to comply with this policy. All employees share in the responsibility for enforcing the policy.

Procedures

- The policy will be communicated through [business] website, intranet, job postings, media coverage and signage at each location.
- All persons are asked to extinguish and/or cease from using all tobacco or tobacco-like products before coming onto properties as noted above.
- Those who smoke or use tobacco products shall ensure that the odor of tobacco is not present when on [business] property.
- Visitors or other non-employees will be politely informed of any policy violation and provided with information explaining the policy in a supportive and educational manner. Continued non-compliance may result in Security escorting the individual from the property.
- Applicants and interviewees will be advised that [business] is a tobacco-free worksite. As a part of the application process each applicant will acknowledge in writing that they understand [business]'s policy and attest that they do not use tobacco as a requirement for further consideration.
- Employees are advised of the provisions of this policy during new employee orientation.
- All employees are authorized and encouraged to communicate and reinforce this policy with courtesy and diplomacy to any person whom they see violating the policy.
- Supervisors are responsible to ensure that employee violations of the Tobacco-free Worksite Policy are administered promptly and consistently.
- Employees, spouses and domestic partners who wish to quit using tobacco will be given information on recommended tobacco cessation programs, alternatives to tobacco use (e.g. Nicotine Replacement Therapy) and/or materials.
- Employees who violate the policy will be subject to disciplinary action up to and including termination as per [business]'s progressive discipline process.

Effective Date for Current Employees

Date: _____

Effective Date for All New Hires

All new hires must comply with the Tobacco-Free Worksite policy as of date:

.....
To ensure the business has a strong tobacco-free/nicotine-free policy, and to qualify for free window clings and outdoor signage, the policy must explicitly include all of the following:

- ✓ Policy must extend to all types of tobacco, nicotine and ESD products (i.e. not only cigarettes; include all tobacco, ESDs and nicotine products not approved by the FDA for cessation.)

- ✓ Policy must extend to employees & visitors
 - ✓ Policy must apply at all times
 - ✓ Policy must extend to company vehicles
 - ✓ Policy must extend to entire business property to receive outdoor signage
-

1. Campaign for Tobacco-Free Kids. Tobacco Overview. Retrieved November 10, 2015, from http://www.tobaccofreekids.org/facts_issues/tobacco_101/
2. U.S. Department of Health and Human Services. The Health Consequences of Smoking—50 Years of Progress: A Report of the Surgeon General. Atlanta: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2014 [accessed 2015 Aug 20].
3. U.S. Department of Health and Human Services. The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General. Secondhand Smoke What It Means to You. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, Coordinating Center for Health Promotion, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2006. Retrieved October 2, 2015, from <http://www.surgeongeneral.gov/library/reports/secondhandsmoke/secondhandsmoke.pdf>.
4. Centers for Disease Control and Prevention, Office on Smoking and Health (2015). *E-cigarette information*. Retrieved November 16, 2015.