

# Tobacco- Free Policy

## Purpose

**Organization** values the health and well-being of our clients, volunteers, and staff members and is committed to promoting a culture of health and minimizing secondhand smoke exposure. We will encourage each member to live a healthy lifestyle by implementing a company-wide Tobacco-Free Policy. This Policy will comply with the American Heart Association's Tobacco Guidelines and ensure that company premises will be tobacco-free. We acknowledge that tobacco use is a leading cause of preventable disease and death and a major risk factor in the development of cardiovascular disease. We are committing that our organization will make the healthy choice, the easy choice.

## Policy

1. For purposes of this policy, "tobacco products" includes any product containing tobacco or nicotine that is intended for human consumption, irrespective of whether the nicotine is tobacco-derived or synthetic, including but not limited to: cigarettes, cigars, pipe tobacco, electronic cigarettes, hookah, smoked or vaped tobacco substitutes, chewing tobacco, snuff, snus, dissolvable tobacco products, and heated tobacco products. Tobacco does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.
2. The use of tobacco products is prohibited in and on all the property owned, leased, or controlled by **organization**, including the following:
  - a. Building.
  - b. Parking structures, lots and spots.
  - c. Main entrance.
3. This policy applies to **ALL** persons while in or on **organization** property, including staff, contractors, vendors, volunteers, partners, clients, and visitors.
4. During any services provided virtually, partners are prohibited from using tobacco products on screen.
5. Employees/clients/volunteers with the residual odor of smoke or tobacco products on their body or clothing will be requested to remedy the situation on their own time and as soon as possible.
6. Staff members and volunteers may not possess tobacco products in or on **organization** property, except in the staff/volunteer member's locked personal vehicle.

**Communication**

1. Signs declaring “tobacco-free property” shall be posted at each entrance and in other conspicuous places.
2. Outside groups using **Organization** property will be informed of the tobacco-free policy.
3. Staff will be informed of the tobacco-free policy when it is first enacted and through new employee hiring process. **(Organization) will follow the American Heart Association’s “Tobacco-Free Implementation Guide.” See Appendix A.**
4. **(Organization)** will provide volunteers and staff members with information on how to obtain services from the Tobacco Use [Quitline](#) at 1-800-QUIT-NOW (1-800-784-8669).

**Promoting Adherence**

Non-adherent partners, contractors, vendors, visitors, volunteers, clients and other individuals may be excluded from the property.

**Effective Date**

This Policy shall be effective on \_\_\_\_\_ [Date].

Authorized representative for **Organization** \_\_\_\_\_ :

\_\_\_\_\_

BY:

Date: \_\_\_\_\_