

**SMOKING IN THE WORKPLACE:
GUIDELINES FOR IMPLEMENTING A SMOKEFREE POLICY**

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A. Survey employees before implementing a policy. Ascertain the level of support, both from smokers and nonsmokers. Identify any areas of particular concern. Before putting the smokefree policy into effect:

- . Educate employees about the dangers of secondhand smoke.
- . Inform employees about the new policy at least 3 months prior to its implementation.

B. Once a policy is in effect, the following steps will ensure its smooth implementation:

Inform all employees that the policy is in effect and that management takes compliance very seriously.

Provide resources for cessation. Local chapters of the American Lung Association, American Cancer Society, and the American Heart Association have a variety of resource. Also check with local hospitals for additional resources.

Depending on your budget:

- Provide a referral list of available cessation programs;
- Provide employees with self-help materials;
- Offer employees release time to attend cessation classes;
- Offer cessation classes and support groups on-site; and,
- Offer incentives to quit. (Reward those who quit without punishing nonsmokers, e.g. offer a bonus to *all* employees who are nonsmoking six months after the policy takes effect.)

Establish a complaint procedure; set up a progressive disciplinary process (i.e., do not fire someone after the first offense).

Enforce the policy in a nondiscriminatory manner.

Note: Compliance is generally not a problem -- deal with it as you would any other type of personnel policy. A 1991 survey of 100% smokefree workplaces done by the Bureau of National Affairs found that 70% of the employees responding rarely or never violated smoking rules.