



Tips for Implementing a Tobacco-Free Policy

tobacco
free

Here is a quick and easy plan to follow when you implement a tobacco-free policy:

Six to 12 months from the date you want to go tobacco-free

- Organize a committee to collect information about the impact of the policy on employees.
- Provide information on the benefits and reasons for implementing this policy.
- Gather input from the employees.

Three to six months from the date you want to go tobacco-free

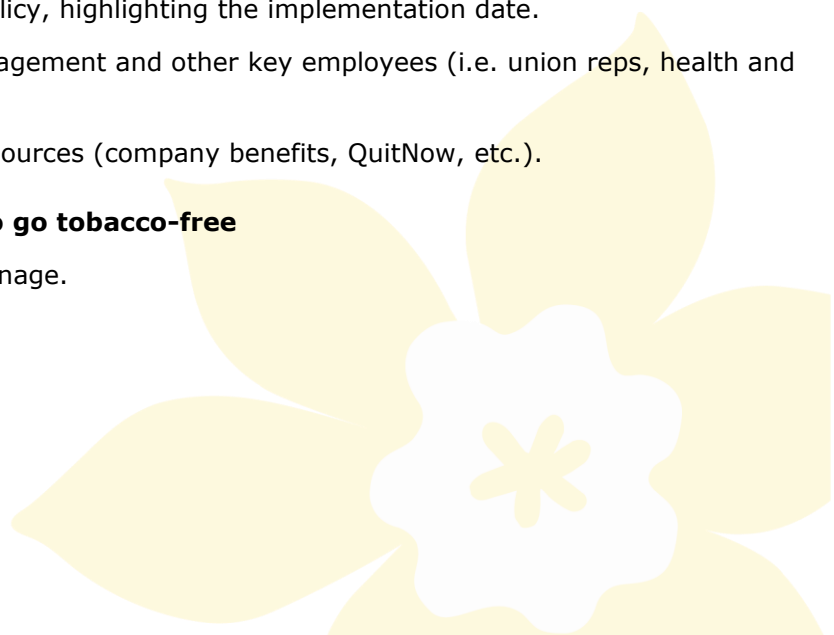
- Communicate with employees about the policy using email, meetings, bulletin boards and newsletters.
- Make policy revisions based on employee input.
- Promote tobacco cessation resources (i.e. existing benefits). Offering nicotine replacement therapy to employees, if it is not available through company benefits, is relatively inexpensive and significantly contributes to employee success and a positive reaction to policy.
- Highlight the availability of B.C.'s free online and telephone counseling program, [QuitNow](#), as well as other tobacco treatment, counseling and medication options.

Two months from the date you want to go tobacco-free

- Print and post the tobacco-free policy, highlighting the implementation date.
- Provide in-service training to management and other key employees (i.e. union reps, health and safety committee).
- Continue to promote cessation resources (company benefits, [QuitNow](#), etc.).

One month from the date you want to go tobacco-free

- Put up prominent tobacco-free signage.





On implementation day

- Remove all ashtrays and smoking areas.
- Implement and enforce the policy.
- GO TOBACCO-FREE!

After you have gone tobacco-free

- Follow up with employees and evaluate the success of your tobacco-free policy.
- Continue to promote tobacco cessation resources.
- Be positive with all employees.
- Enforce the policy.

