

How to Implement a Tobacco-Free Policy



1 Convene Your Wellness Committee
Your committee should consist of administrators and staff at all levels of your organization.



3 Draft the Policy
Include input from staff, clients and other stakeholders.



2 Create Your Change Plan
Construct a logic model, build a timeline for implementation and create a budget.



4 Communicate Your Plan
Your messaging should include: implementation processes and timeline, support available for people who use tobacco and guidelines around how the policy will be enforced.



5 Build Community Support
Reach out to your local/state health departments, community-based organizations and neighbors to help reinforce a tobacco-free message.



6 Provide Education to Staff
Train staff early and regularly on the policy and skills for addressing tobacco with their clients.



7 Offer Tobacco Cessation Services
Organizations should offer tobacco cessation medication and counseling services and/or resources to both employees and clients.

8 Launch Your Policy
Organize a “Practice Day” prior to the policy implementation date. Post signage in different languages, particularly in areas where staff and clients smoke.



Why go tobacco-free?

44% of the total U.S. tobacco market are people with behavioral health conditions.

\$5,816 is the average annual cost to employers per tobacco-using employee, due to higher insurance and lost productivity.

70% Nearly 70% of people who use tobacco want to quit.

9 Enforce Your Policy
Enforcement should be consistent across time and equally applied to all staff, clients and visitors.



10 Evaluate Your Program
Create an evaluation plan that includes surveying staff, clients and the community to measure the impact.

