



Tobacco-Free Policy Implementation Guide for Directors/Managers/Supervisors

Overview

Wright State University is committed to becoming a tobacco-free campus. We recognize the serious health consequences of tobacco use both to users and non-users. Tobacco is the leading cause of preventable death and disability in the United States, according to the Centers for Disease Control and Prevention. Furthermore, the college years are a critical time regarding tobacco use. According to the Ohio Department of Health, almost 40 percent of college-aged smokers either begin smoking or become a regular smoker after starting college. Thus, the tobacco-free campus policy encourages a healthier, cleaner and greener campus, while preparing our students for future tobacco-free environments.

Your Role

As a leader within your department/college/unit, you are a strategic partner in implementing this policy. Consistency in communicating the policy and addressing violations is key to the success of the initiative. The following is a suggested approach for your role in supporting the tobacco-free initiative:

1. **Be Informed:** Educate yourself on the policy, FAQs, and resources.
2. **Educate:** Communicate the policy courteously and non-confrontationally to faculty, staff, students, and visitors in your department/college/unit.
3. **Support:** Connect your employees with appropriate resources for tobacco cessation and stress management.
4. **Take Action:** Hold employees accountable and address matters of repeated violations consistently in the same manner you would violations of other policies. The HR Business Partners are available to help with employee relations issues, such as dealing with policy violations.

Communicating the Tobacco-Free Policy

The following is an example of how to educate your employees on the policy. Incorporate this information into meetings, emails, and other communication vehicles to the employees you manage:

Wright State University is committed to being a tobacco-free campus, in order to promote a healthy environment in which to learn and work for our students, faculty, staff, and visitors.

Effective July 1, 2017, the use of all types of tobacco products (including electronic smoking devices) is prohibited in all university facilities, on all university-owned or leased grounds, in university-owned or operated residence halls and apartments, at all university-sponsored events, regardless of location, and in or on off-site buildings and grounds that are solely leased or occupied by Wright State University.

Our tobacco-free policy is intended to enhance the health of both users and non-users, and encourage a cleaner, greener campus. It is not intended to drive tobacco users from campus to our off-campus neighbors. If people do leave the campus to use tobacco, they are asked to please respect our surrounding neighborhoods, being mindful of litter, loitering, second-hand smoke, as well as any tobacco policies our neighbors may have pertaining to their properties.

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Policy Compliance Tips for Supervisors

- Realize compliance with the Tobacco-Free Policy will take time and multiple steps to achieve.
- In discussions with an employee on the policy, emphasize education and information around what the policy entails.
- Be respectful and cognizant that the new policy can be difficult for some people.
- Let the employee tell his/her story.
- Gain commitment on action steps to resolve the problem. Direct employee to cessation resources if employee is interested.
- You are encouraged to contact your HR Business Partner for assistance.

Policy Enforcement

We understand that becoming tobacco free will require a change in culture that will take time. All members of the campus community share the responsibility for observing and enforcing the policy; and the success of the policy depends upon the thoughtful consideration of tobacco users and non-users. The primary goal of the university is to achieve 100% compliance with the policy using information, education, and support (see URL for Tobacco Cessation Resources below). It must be noted, however, that the policy will be enforced in accordance with existing complaint processes:

- Concerns about tobacco use should be respectfully addressed in the moment whenever possible. (*See Approaching Someone Who is Using Tobacco* section below.)
- Continued concerns should be addressed to the appropriate unit head for review and action.
- For faculty, staff, and student employees, issues should be referred to the employing unit head.
- For students in the non-employment setting, issues should be referred to the Office of Community Standards and Student Conduct.
- For volunteers and visitors, issues should be referred to the head of the hosting unit. Visitors refusing to comply may be asked to leave. For employees of contractors, violations should be referred to the project manager.
- Along with reporting violations of the policy to the points of contacts, mentioned above, the campus community can use EthicsPoint to anonymously report violations of the policy.

Approaching Someone Who is Using Tobacco

As members of the Wright State University community, we all share responsibility for observing and informing people of the Tobacco-Free Campus Policy. If you see someone using tobacco on university property, you are encouraged to remind people of the policy if you feel comfortable in doing so. If you do approach someone, please do so in a friendly and respectful manner – the person may not be aware of the policy. If someone becomes agitated or hostile upon being approached, please do not escalate the situation; simply walk away. Please see the following scripts to help you approach someone or to proactively inform individuals and groups coming to campus.

Scenario #1

Situation: You see a person using tobacco products on campus.

Response: (In a friendly and respectful manner) “Hello, my name is _____, and I am (an employee, a student) here at Wright State University. I want to let you know that we are

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now a tobacco free campus, which means that tobacco products are prohibited on our grounds. The new policy went into effect on July 1, 2017. Thank you for your cooperation.”

Scenario #2

Situation: “Where am I allowed to smoke?”

Response: (In a friendly and respectful manner) “Wright State University became a tobacco-free campus on July 1, 2017, prohibiting use of all tobacco products on university grounds. If you choose to use tobacco products, you will have to do so off of university grounds. Thank you for respecting the policy.”

Scenario #3

Situation: When you are making arrangements with a vendor or contractor.

Proactive Communication: “I’d like you to know that Wright State University is a tobacco-free environment as of July 1, 2017. We respectfully ask that representatives refrain from using tobacco products on Wright State University property, including its grounds and parking areas. We are creating a healthy environment in which to learn and work for our students, faculty, staff, and visitors.”

Scenario #4

Situation: You want to proactively communicate the Tobacco-Free Policy to prospective employees, prospective students, and their families, prior to visiting the Wright State University campus.

Proactive Communication: “I’d like you to know that Wright State University is a tobacco-free environment as of July 1, 2017. The use of tobacco products is not allowed on our property, including grounds and parking areas. Thank you for respecting our policy.”

Where to Go for Help with Implementing Policy and Cessation Resources

- **Human Resources Business Partners:** human_resources@wright.edu or (937) 775-2120
- **Tobacco-Free Campus Webpage:** www.wright.edu/tobaccofree
- **Tobacco-Free Campus Policy:** <http://policy.wright.edu/policy/7230-tobacco-free-policy-be-effective-july-1-2017>
- **Tobacco Cessation Resources:** www.wright.edu/human-resources/policies-and-resources/tobacco-cessation-resources

Have a Question?

- **Faculty and staff** may contact Human Resources at human_resources@wright.edu or (937) 775-2120.
- **Students** may contact the Office of Community Standards and Student Conduct at studentconduct@wright.edu or (937) 775-4240.
- **Contractors** should contact Purchasing at purchasing@wright.edu or (937) 775-2411.