

***SAMPLE* Tobacco-Free Policy for Organizations with In-patient and/or Residential Treatment Programs**

I. Purpose

Secondhand smoke is a well-documented danger to health. No one should be exposed to secondhand smoke on the job or when they access care. A care environment free from triggers to use tobacco products is necessary to support clients whose goal is to become tobacco-free.

Research shows that most people who use tobacco want to quit. People with behavioral health disorders die disproportionately from tobacco-related illness. Among people who try to become tobacco free, only a minority receive evidence-based care to assist them.

For these reasons, Name of Facility enacts this tobacco-free policy and is committed to offering every client who uses tobacco evidence-based treatment.

II. Policy

1. For purposes of this policy, “tobacco products” include both combustible and non-combustible products, including but not limited to: cigarettes, cigars, pipe tobacco, electronic cigarettes, smoked or vaped tobacco substitutes (e.g., clove cigarettes, dab pens), chewing tobacco, snuff, snus, dissolvable tobacco products and heated tobacco products and/or nicotine products that are not approved by the FDA as tobacco treatment medications. Tobacco products do not include nicotine replacement products authorized by the FDA for treatment of tobacco dependence.
2. The use of tobacco products is prohibited in and on all of the property owned, leased, or controlled by _____, including the following:
 - a. Buildings
 - b. Vehicles
 - c. Outdoor grounds and walkways
 - d. Parking lots, including in private vehicles while parked in the parking lots
3. Clients residing as inpatients or residents of name of inpatient and/or short term residential program(s) may not possess tobacco products.
4. This policy applies to all persons while in or on _____ property, including staff, contractors, vendors, clients, and visitors.
5. Staff members are prohibited from using tobacco products while at off-site activities conducted by _____, including during services provided virtually. During group services provided virtually, clients are prohibited from using tobacco products on screen, as this may serve as a trigger for other clients to use tobacco.
6. Employees with the residual odor of smoke or tobacco products on their body or clothing during work time will be requested to remedy the situation on their own time.

7. Staff members may not possess tobacco products in or on _____ property, except in the staff member's locked personal vehicle or in a designated locker at the facility.
8. Staff members are prohibited from accepting tobacco products as donations for client or staff use.
9. Staff members are prohibited from purchasing tobacco products for or distributing tobacco products to clients.
10. Clients will be assessed for history of tobacco use and dependence and, if applicable, offered or referred to evidence-based tobacco treatment. Evidence-based treatment is defined as a combination of counseling and FDA-approved medications.

III. Communication

1. Signs declaring this property "tobacco-free" shall be posted at each entrance and in other conspicuous places.
2. Outside groups using _____ 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 orientation materials.
4. Staff will be made aware of the availability of quitting support services provided by the North Carolina Tobacco Use Quitline at 1-800-QUIT-NOW (1-800-784-8669). Staff will also be made aware of tobacco treatment and pharmacotherapy options available through their health insurance plan.
5. Clients will be informed of the tobacco-free policy upon admission.

IV. Promoting Adherence

1. A staff member who encounters other staff members, contractors, vendors, or visitors not adhering to the tobacco-free policy should politely explain the policy and advise his/her supervisor.
2. A staff member who encounters a client who is not adhering to the tobacco-free policy should politely explain the policy and advise the client's treatment team.
3. A staff member who does not adhere to this policy is subject to disciplinary action as determined by his/her supervisor.
4. Non-adherent contractors, vendors, visitors, and other individuals may be excluded from the property.
5. Non-adherence to this policy by a client is a treatment issue to be addressed by the client's treatment team. This is an opportunity for the treatment team and client to collaborate on supporting the client in adhering to the policy, which may include: ensuring adequate treatment of withdrawal symptoms while onsite, minimizing triggers, and identifying coping strategies.