



## Smoke & Tobacco-Free Sample Communications

**Below are 3 sample communications that can be used to communicate/remind employees, supervisors/managers, and students about the smoke/tobacco-free policy. Each communication can be tailored to your specific location. For questions or suggestions, please contact Michelle Burns or Julie Chobdee.**

For Employees – UC Smoke and Tobacco-Free 2014 Policy

As of January 2, 2014, the University of California has been entirely Smoke/Tobacco-Free. Smoking, the use of smokeless tobacco, e-cigarettes and unregulated nicotine products are strictly prohibited.

The University of California system and community is wholly committed to providing faculty, staff, students and visitors with an environment that is free of tobacco and smoke in the effort to create a clean, healthy working and learning atmosphere.

Smoking and the use of all tobacco products are prohibited anywhere on campus and all property owned or controlled by the University. This includes all interior buildings, outdoor areas and sidewalks, parking lots and residential housing areas.

Violations of this policy will be dealt with through established administrative/corrective action policies and procedures. Campus visitors will be asked to comply with the policy or leave campus.

We ask that you not smoke or use any tobacco products on university property in our collective effort to create and maintain a culture of health and safety at the University of California.

The University is committed to helping faculty and staff quit by offering cessation resources; such as, health plan benefit programs, one on one or group cessation and education and referrals to cessation resources.

### **Frequently Asked Questions:**

#### **What is considered a tobacco product and is therefore prohibited from the policy?**

Cigarettes, e-cigarettes, cigars, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco product.

#### **Is there anywhere I can smoke or use tobacco?**

Neither smoking nor the use of tobacco products are permitted within the boundaries of the University-controlled properties. Once outside the boundaries of the University-controlled properties, smoking and use of tobacco products is subject to local jurisdiction.

#### **Can I smoke or use tobacco in my personal vehicle?**

Smoking and the use of tobacco is not permitted in your personal vehicle, whether parked or in motion, if vehicle is located on UC property.

#### **How is this policy being enforced?**

Through the authority provided in [California Government Code 7597.1](#), governing bodies of the University of California have the authority, in establishing policy for smoking and tobacco use, to set enforcement standards at local campuses.

#### **If I choose to smoke or use tobacco and do not have enough time to step off campus, what am I supposed to do?**

The University is aware that nicotine is a highly addictive drug and simply waiting for a lunch break or in between courses will be difficult for some. We encourage the use of nicotine replacement products such as gum or lozenges for times when it is inconvenient to smoke. Please work with your healthcare provider to determine an appropriate product.

### **What should I do if I see someone smoking on University grounds?**

Faculty, staff and students who see individuals smoking on University properties may respectfully inform these individuals of the University policy prohibiting smoking/tobacco use anywhere on University properties.

### **Do I have to quit using tobacco?**

No. The policy does not require individuals to quit; however, the policy prohibits smoking and using tobacco products on all University-controlled properties. In addition, the sale and the advertising of tobacco and tobacco-related products are prohibited at all UC-controlled properties.

### **What resources are available to help me stop using tobacco products?**

Integrating comprehensive and effective cessation programs and smoke/tobacco-free policies with other worksite programs such as health promotion/wellness programs is key to facilitating and supporting successful behavior change and maximizing the health of the entire campus community. For a quick reference on resources to help faculty and staff quit, follow this link [www.uctobaccofree.com](http://www.uctobaccofree.com)

For additional questions about the policy, contact: -----

### **For Supervisors – UC Smoke- and Tobacco-Free 2014 Policy**

As of January 2, 2014, the University of California will be entirely Smoke/Tobacco-Free. Smoking, the use of smokeless tobacco, e-cigarettes and unregulated nicotine products will be strictly prohibited.

The University of California system and community is wholly committed to providing faculty, staff, students and visitors with an environment that is free of tobacco and smoke in the effort to create a clean, healthy working and learning atmosphere.

Under the authority of [California Government Code 7597.1](#), smoking and the use of all tobacco products, smokeless tobacco products, and unregulated nicotine products such as e-cigarettes, are prohibited anywhere on campus. This includes all interior buildings, outdoor areas and sidewalks, parking lots and residential housing areas.

All managers and supervisors are encouraged to communicate the policy to their staff and to ensure compliance of the policy.

Violations of this policy should be dealt with through established administrative/corrective action policies and procedure. Campus visitors should be asked to comply with the policy or leave campus.

The University is committed to helping faculty and staff quit by offering cessation resources; such as, health plan benefit programs, one on one or group cessation and education and referrals to cessation resources. Thank you for your contributions to maintaining the University's culture of health and safety.

### **Frequently Asked Questions:**

#### **What is considered a tobacco product and is therefore prohibited from the policy?**

Cigarettes, e-cigarettes, cigars, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco product.

#### **Are there designated areas on campus to smoke and use tobacco?**

Neither smoking nor the use of tobacco products are permitted within the boundaries of the University-controlled properties. Once outside the boundaries of the University-controlled properties, smoking and use of tobacco products is subject to local jurisdiction.

#### **How is the policy being communicated to campus groups and to potential visitors?**

The communications plan will include, but is not limited to:

- Notification of policy to current and prospective students and employees through communication channels available on University websites;
- Notification during the admission and enrollment process and/or during new hire orientation for faculty and staff;
- Informational meetings, postings and electronic notifications;
- Campus signage;

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- Various print and digital media;
- Social media platforms,
- Contracts/Agreements;
- Media exposure on and off campus

### **How is this policy being enforced?**

Through the authority provided in [California Government Code 7597.1](#), governing bodies of the University of California have the authority, in establishing policy for smoking and tobacco use, to set enforcement standards at local campuses.

### **How should managers/supervisors talk to employees about the policy?**

We recommend that managers/supervisors remind employees of this policy and seek their cooperation with compliance.

### **What should managers/supervisors do if one of their employees violates this policy?**

Supervisors are encouraged to communicate the University's cessation assistance opportunities to employees and consult with Labor Relations prior to implementing disciplinary action. A face-to-face meeting with the employee to discuss concerns is always the best place to start. The following tips can help: Emphasize that you don't expect or require the employee to quit smoking or using tobacco, but that the employee must comply with the UC smoke/tobacco-free policy while on UC properties. If the employee indicates an interest in quitting, direct him or her to available resources.

### **What resources are available for cessation?**

Integrating comprehensive and effective cessation programs and smoke/tobacco-free policies with other worksite programs such as health promotion/wellness programs is key to facilitating and supporting successful behavior change and maximizing the health of the entire campus community. For a quick reference on resources to help faculty and staff quit, follow this link [www.uctobaccofree.com](http://www.uctobaccofree.com)

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### **For Students - UC Smoke- and Tobacco-Free 2014 Policy**

As of January 2, 2014, the University of California will be entirely Smoke/Tobacco-Free. Smoking, the use of smokeless tobacco, e-cigarettes and unregulated nicotine products will be strictly prohibited.

The University of California is committed to providing a healthy and safe working and learning environment for our students, as well as our faculty, staff and visitors. Smoking and the use of all tobacco products will be prohibited anywhere on campus or University property. This includes all interior buildings, outdoor areas and sidewalks, parking lots and residential housing areas.

Violations of this policy will be dealt with through established administrative/corrective action policies and procedure. Campus visitors will be asked to comply with the policy or leave campus. This policy is essential to creating and maintaining the University's culture of health and safety and, we ask that you not smoke or use any tobacco products on campus.

Cessation resources are available for quitting through the Campus Health Centers, Student Health Promotion, and UC SHIP Health Insurance.

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**Can I smoke or use tobacco in my personal vehicle?**

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**If I choose to smoke or use tobacco and do not have enough time to step off campus, what am I supposed to do?**

The University is aware that nicotine is a highly addictive drug and simply waiting for a lunch break or in between courses will be difficult for some. We encourage the use of nicotine replacement products such as gum or lozenges for times when it is inconvenient to smoke. Please work with your healthcare provider to determine an appropriate product.

**Do smoke/tobacco-free policies really help?**

Yes! According to the CDC, smoking bans and restriction lead to a reduction in the amount of daily smoking among student and an increase in the number of individuals who stop smoking. Smoke/tobacco-free campuses and workplaces reduce the risk of developing heart disease and lung cancer due to secondhand smoke exposure.

**What resources do I have to help me stop using tobacco products?**

Integrating comprehensive and effective cessation programs and smoke/tobacco-free policies with other worksite programs such as health promotion/wellness programs is key to facilitating and supporting successful behavior change and maximizing the health of the entire campus community.

Follow this link [www.uctobaccofree.com](http://www.uctobaccofree.com) for smoking cessation benefits available to students through UC SHIP. For additional questions about the policy, contact: -----