

# Steps to Implementing a Tobacco-Free Policy

1

## **Form a Policy Committee to Guide the Process**

Include administration, representation from different departments, and employees who are current/past tobacco-users, as well as non-users.

2

## **Draft the Policy - and Set a Launch Date**

Work with the committee to draft the policy - from tobacco product definitions to enforcement procedures. Use sample policies as desired. Make sure the policy meets Maine Law. Set the date that you'll launch the policy.

3

## **Train and Support All Employees**

Create promotional material such as flyers, displays, and trainings. Draft positive statements about the rationale behind the policy. Communicate the upcoming changes with all employees using these tools. Work with employees to identify any barriers. Provide resources and support for employees who are interested in quitting tobacco use.

4

## **Prepare to Launch (one month prior to launch)**

Decide locations to place tobacco-free signage. Design and order signs. Start employee reminders. Consider signs, paystub reminders, and announcements at staff meetings. Plan a fun kick-off event for the day the policy launches. Ensure tobacco-treatment resources are available for employees.

5

## **Launch the Policy**

Hold the kick-off event. Place tobacco-free signs. Clean-up tobacco litter in common smoking areas. Ensure tobacco-treatment resources are available for employees. Hang signs that positively communicate the new policy. Celebrate and recognize the policy committee's hard work. Begin enforcing the policy.