



## Tobacco- Free Business Toolkit

Congrats on taking the first step to becoming a “Tobacco-Free Business”! Making your workplace tobacco free does not only help increase your employees’ and clients’ health, it also helps your bottom line.

- Cigarette smoking and secondhand smoke cost \$92 billion in productivity losses annually, according to the U.S. Centers of Disease Control and Prevention.
- The U.S. Centers for Disease Control and Prevention (CDC) puts a \$3,391 price tag on each employee who smokes: \$1,760 in lost productivity and \$1,623 in excess medical expenditures.
- The American Cancer Society reports that employees who smoke have an average insured payment for health care of \$1,145, while nonsmoking employees average \$762.

This toolkit was developed utilizing the following resources:

BlueCross and BlueShield of Mississippi <http://www.bcbsms.com/assets/docs/workplaceguide.pdf> ;

South Dakota Department of Health Tobacco Control Program <http://www.befreesd.com/workplacefinancialbenefits.htm>;

Kansas Department of Health and Environment Smoke-Free Business Toolkit [http://www.kssmokefree.org/business\\_toolkit.html](http://www.kssmokefree.org/business_toolkit.html)

# **Steps to becoming a Tobacco-Free Business**

1. **Make your decision to become a Tobacco-Free Business!**
  1. If you are a large organization, create a committee to help champion the initiative.
  2. Define & adopt your Tobacco-Free policy. See the sample attached. Our program can help you develop a policy specific to your needs!
  
2. **Understand your workplace environment.**
  1. Learn how many of your employees use tobacco.
  2. Determine common areas used as “smoking areas”.
  3. Discard any ashtrays.
  
3. **Establish a tobacco-cessation program & promote community resources.**
  1. Contact your company’s health insurance provider to see what types of cessation services are available to employees.
  2. If your company does not offer health insurance or you have employees that are not eligible, the Tobacco Free Florida program promotes free cessation through “3 Ways to Quit”. Visit [www.tobaccofreeflorida.com](http://www.tobaccofreeflorida.com) for more information!
  
4. **Announce your Tobacco-Free Policy & Cessation Resources.** Do not forget to include an implementation timeline and communication plan to employees, clients & vendors. Laminated signs are available from Tobacco Free Highlands.
  
5. **Go Tobacco-Free!** Register your business with the Tobacco Free Partnership of Highlands County. Registration forms are included in this toolkit.
  
6. **Each year, celebrate your success!** On your tobacco-free “anniversary” celebrate employees & clients who have quit tobacco use. Continue to offer support and resources for employees still using tobacco.

The Tobacco Free Partnership of Highlands County is happy to assist you in the journey of becoming a Tobacco-Free Business! We are available to provide support and guidance for each step of the policy development & implementation. Contact us anytime at [www.TFP-Highlands.org](http://www.TFP-Highlands.org)

# **SAMPLE BUSINESS SMOKING POLICY**

## **[INSERT BUSINESS NAME] Tobacco-Free Policy**

Tobacco use shall not be permitted in any enclosed company facility. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges, stairs, restrooms, and all other enclosed facilities. This policy applies to all employees, clients, contractors, and visitors. Smoking shall not be permitted within of 50 feet outside entrances, operable windows, and ventilation systems of enclosed areas where smoking is prohibited, so as to insure that tobacco smoke does not enter those areas.

Copies of this policy shall be distributed to all employees. Tobacco-Free signs shall be posted in all company facilities.

Those employees who smoke and would like to take this opportunity to quit are invited to call the free Tobacco Free Florida Quitline (1-877-U-CAN-NOW) for telephone cessation counseling and support. Web-based counseling is available for free at [www.tobaccofreeflorida.com](http://www.tobaccofreeflorida.com). Tobacco cessation services are also available through AHEC's Quit Smoking Now program (1-877-Quit-It-Now).

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of both tobacco users and non-tobacco users. All employees share in the responsibility for adhering to and enforcing this policy.

---

**President/CEO**

---

**Date**



PROUD TO BE A

TOBACCO FREE  
BUSINESS

Tobacco Free  
Florida

O.com



## **Tobacco-Free Business Registration**

### **Register Your Organization Today!**

Complete the following form and send it to:  
Tobacco Free Partnership of Highlands County  
227 US Hwy 27 North  
Sebring, FL 33870  
[info@tfp-highlands.org](mailto:info@tfp-highlands.org) / 863-402-1477

### **Submit the form today!**

Your organization or business will be listed on the website below.  
[www.tfp-highlands.org](http://www.tfp-highlands.org)

If you have stories or comments on how becoming a tobacco-free business has improved your office environment, productivity, customer relationships, etc, please share them with us!

Let us know if we can share your story and **feature** it on  
[www.tfp-highlands.org](http://www.tfp-highlands.org)

**Check back often to see how we're promoting tobacco-free places to live, work & play!**



The Tobacco Free Partnership of Highlands County recognizes organizations and businesses that voluntarily choose to be tobacco-free or smoke-free. A listing of such organizations will be posted on our website at [www.tfp-highlands.org](http://www.tfp-highlands.org). If your organization is tobacco-free or smoke-free, even though you are not required to do so by state law, and you would like to be included in this listing, please complete the following information and email to [info@tfp-highlands.org](mailto:info@tfp-highlands.org). If you have any questions, please feel free to contact us by email.

My organization is a:

- Bar/Lounge
- Educational Institution (college, university, technical school)
- Healthcare Facility
- Hotel/Motel
- Park/Outdoor Recreation Venue
- Restaurant/Dining Area
- Apartment/Condo/Town Home property
- Other \_\_\_\_\_

**Please select ONLY ONE of the following options:**

**1. Tobacco-Free**

To be included on the Tobacco-Free listing, your organization must have a written policy stating that your property is completely tobacco-free at all times for all employees & visitors.

**2. Smoke-Free**

To be included on the Smoke-Free listing, your organization must have a written policy stating specific areas or the entire property is smoke-free, or that the indoor area is completely smoke-free even though current law permits smoking in your facility.

Yes, my organization meets the description above. Please add my organization to the [www.tfp-highlands.org](http://www.tfp-highlands.org) list.

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_