

## [NAME OF CHURCH]

### TOBACCO-FREE POLICY

#### I. PURPOSE

[Name of Church] is committed to promoting the health, well-being and safety of clergy, staff, visitors, and the entire community and providing safe and healthy environments. Tobacco use is the leading cause of preventable disease and death, causing almost half a million (one in five) deaths per year in the United States alone. Tobacco use, including smoking, and exposure to second-hand smoke have been found to cause heart disease, cancer, asthma, bronchitis, and other respiratory problems. No tobacco product is harmless. The use of high-tech smoking devices, commonly referred to as vaping products, electronic smoking devices or e-cigarettes, also present significant health risks. E-cigarettes produce an aerosol that contains at least ten chemicals known to cause cancer, birth defects, or other reproductive harm. Additionally, the use of e-cigarettes in locations where smoking is prohibited creates concern and confusion and makes policy enforcement difficult.

[Name of Church] believes that the use of any tobacco product, including e-cigarettes, is detrimental to the health and safety of congregation members, staff, clergy, visitors and other members of the community.

[Name of Church] aims to promote a holistic view of health by supporting tobacco-free environments.

[Name of Church] seeks to support congregation members, staff, and visitors with their cessation efforts in becoming free from tobacco use and nicotine dependency.

#### II. DEFINITIONS

*“All times”* means 24 hours a day, seven days a week.

*“Electronic smoking device”* means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah or under any other product name or descriptor.

“*[Church] property*” means all property, both indoor and outdoor, that is owned, operated, leased, occupied, or controlled by [name of Church]. This includes all buildings, stairwells, parking lots, offices, and sidewalks that are located on the [name of Church] property. [Name of Church] property also includes all vehicles owned or leased by [name of Church] and all private vehicles during the time in which the private vehicles are being used for [name of Church] work-related activities.

“*Smoking*” or “*Smoke*” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product, whether natural or synthetic, containing, made, or derived from nicotine, tobacco, marijuana, or other plant, that is intended for inhalation. Smoking also includes carrying or using an activated electronic smoking device.

“*Staff*” means any person employed by [name of Church] in a full- or part-time capacity, or any position contracted for or otherwise employed by [name of Church], or any person working as a volunteer. The term includes, but is not limited to, elected and appointed officials, personnel, contractors, consultants, and vendors.

“*Tobacco product*” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. “Tobacco product” also means electronic smoking devices and any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic smoking devices, whether or not they contain nicotine. “Tobacco product” does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug and Cosmetic Act.

“*Tobacco use*” means the act of smoking, the use of smokeless tobacco, or the use of any other tobacco product in any form.

### **III. POLICY**

1. Smoking and tobacco use is prohibited at all times anywhere on Church property. No ashtrays or smoking shelters will be provided on Church campuses.
2. No tobacco product shall be advertised, sold, or provided anywhere on Church property or events.
3. Littering the campus with remains of tobacco products or any other disposable product is prohibited.
4. Organizers and attendees at public or private events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using Church property will be required to abide by this tobacco-free policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

### **IV. APPLICABILITY**

This policy applies to all persons, including, but not limited to, [name of Church] congregation members, staff, clergy, and visitors.

[Name of Church] will not accept any funding or any in-kind contribution from tobacco or electronic smoking device companies for any reason, including, but not limited to, sponsorships, scholarship funds, or building renovations. Such funding is counter to [name of Church] holistic view on health.

### **V. EXCEPTIONS**

It is not a violation of this policy to smoke or use tobacco in a personal vehicle provided that:

- a. The windows are closed; and
- b. Any tobacco waste products are disposed of within the vehicle.

## **VI. ACCOUNTABILITY & IMPLEMENTATION**

1. The implementation and enforcement of this policy depends on the consideration and cooperation of all, and is a shared responsibility of the entire community, including staff, clergy, congregation members and visitors. Staff should communicate the policy to fellow staff, visitors, and other persons courteously and respectfully. Staff should contact their supervisor if they encounter difficulty with enforcing this policy.
2. The implementation of this policy shall include an education and awareness campaign that may include but not be limited to: notification to community members and staff hires; informational meetings, postings and email notifications; publication in staff/ human resources manuals, community guides and handbooks and appropriate websites; educational campaigns employing staff and community members; and ongoing smoking cessation programs.
3. Staff, community members, and visitors are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance. An individual who feels that there has been a violation of this policy may invoke the following actions:
  - a. The individual should attempt to resolve the problem informally by requesting that the person violating the policy comply with the policy;
  - b. If direct appeal fails and the behavior persists, the individual should contact Security.
  - c. Repeat offenses by the same person shall be dealt with through already established administrative/disciplinary policies and procedures.
4. To ensure successful implementation and compliance with this policy, signage indicating that [name of Church] property is tobacco-free will be posted at strategic locations.
5. Copies of this policy shall be distributed to all staff and may be included with other information given to them. Announcements shall also be printed in congregation [newsletters/bulletins] to ensure that everyone is aware of and understands the policy.

6. Tobacco education materials and cessation information shall be made available to congregation members, staff, and visitors. In addition, on-site cessation programs shall be made available to assist and encourage individuals who desire to quit using tobacco. Questions and problems regarding this policy shall be handled through existing programs and administrative procedures.
7. Repeated violations of this policy by staff may be subject to disciplinary action in accordance with the employment manual.

## **VII. RELEVANT CHURCH POLICIES, PROCEDURES and FORMS**

Add Policies

## **VIII. CHURCH OFFICER(S) RESPONSIBLE FOR POLICY**

Add Church Officers

## **IX. DATES APPROVED OR AMENDED**

## **X. EFFECTIVE DATE**

This policy shall take effect in full on \_\_\_\_\_.