

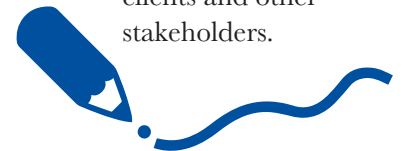
# How to Implement a Tobacco-Free Policy



**1 Convene Your Wellness Committee**  
Your committee should consist of administrators and staff at all levels of your organization.



**3 Draft the Policy**  
Include input from staff, clients and other stakeholders.



**2 Create Your Change Plan**  
Construct a logic model, build a timeline for implementation and create a budget.



**4 Communicate Your Plan**  
Your messaging should include: implementation processes and timeline, support available for people who use tobacco and guidelines around how the policy will be enforced.



**5 Build Community Support**  
Reach out to your local/state health departments, community-based organizations and neighbors to help reinforce a tobacco-free message.



**6 Provide Education to Staff**  
Train staff early and regularly on the policy and skills for addressing tobacco with their clients.



**7 Offer Tobacco Cessation Services**  
Organizations should offer tobacco cessation medication and counseling services and/or resources to both employees and clients.

**8 Launch Your Policy**  
Organize a “Practice Day” prior to the policy implementation date. Post signage in different languages, particularly in areas where staff and clients smoke.



## Why go tobacco-free?

**44%** of the total U.S. tobacco market are people with behavioral health conditions.

**\$5,816** is the average annual cost to employers per tobacco-using employee, due to higher insurance and lost productivity.

**70%** Nearly 70% of people who use tobacco want to quit.

**9 Enforce Your Policy**  
Enforcement should be consistent across time and equally applied to all staff, clients and visitors.



**10 Evaluate Your Program**  
Create an evaluation plan that includes surveying staff, clients and the community to measure the impact.

