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## Overview

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The College strives to enhance the general health and wellbeing of its faculty, staff, students, and visitors. The College desires to support individuals to be tobacco free, to achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, the College intends to provide a tobacco free environment. Smoking and the use of tobacco and tobacco products are prohibited in or on all college owned or leased property including vehicles.

## Approaching someone who is using tobacco

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As members of the COTC community, we all play a role in reminding people of the Tobacco Free COTC initiative. If you see someone using tobacco on campus, you are encouraged to remind people of the initiative if you feel comfortable doing so. If you do approach someone, please do so in a friendly, respectful manner—the person may not be aware of the changes. If someone becomes agitated or hostile upon being approached, please do not escalate the situation—simply walk away. Also, remember approaching someone is a choice and not mandatory. If you do not feel comfortable doing so, there will be other resources and methods in order to enforce the initiative. See the following section for sample scenarios and scripts to help you approach someone.

The following scenarios and scripts are designed to help members of the COTC community in the enforcement of the Tobacco free policy.

COTC expects all members to be respectful and courteous when approaching someone using tobacco products on campus. If the tobacco user becomes agitated or hostile, please do not escalate the situation. Simply walk away. If the situation escalates to the point where you feel threatened or endangered, please call 911.

### Scenario #1

Situation: You see a person using tobacco products on campus.

Response: "Hello, my name is \_\_\_\_\_, and I am an (employee, student) here on campus. I want to let you know that we are now a tobacco free campus, meaning that tobacco products are prohibited on our grounds. Thank you for your cooperation."

### Scenario #2

Question: "Where am I allowed to smoke?"

Response: "COTC and Ohio State Newark became a tobacco free on August 1st prohibiting tobacco use of any kind. The use of tobacco products is not allowed anywhere on the campus. To smoke or use tobacco products, you will need to leave the campus. Thank you for respecting our policy."

### Scenario #3

Situation: When you are making arrangements with a vendor or contractor:

Proactive Communication: "I'd like to let you know in advance that the college and campus is a tobacco free environment. We respectfully ask that representatives from your organization refrain from using tobacco

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products on our property, grounds or parking areas. We have employees and students who are trying to quit using tobacco and want to create an environment that will help them in their cessation efforts.”

## Scenario #4

**Situation:** You want to communicate proactively the Tobacco Free COTC initiative to prospective students and their families, prior to visiting the college and campus.

**Script:** "I'd like to let you know in advance that COTC and Ohio State Newark are tobacco free environments. The use of tobacco products is not allowed on our property, grounds, or parking areas. Thank you for respecting our policy."

## SUPERVISORS' ROLE

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As a leader within the college and/or your department, you have the primary responsibility for enforcement and play a critical role in the successful implementation of this policy. Employees in supervisory roles are responsible for responding to reported violations of the policy. Consistency in communicating the policy and addressing violations is imperative to the success of the initiative. Your role is to support the tobacco free initiative:

1. **Be informed:** Educate yourself on the policy and related resources.
2. **Educate:** Communicate the policy courteously and non-confrontationally to faculty, staff, students and visitors to the college.
3. **Support:** Connect faculty and staff with appropriate resources, including stress management, tobacco cessation, and nutrition and fitness resources.
4. **Take Action:** Address matters of repeated violations of this policy just as you would violations of other policies. Managers/ supervisors should hold employees accountable, and address matters of repeated violations; HR staff are available to consult on specific situations, as needed. It is important that we are assessing the impact of the repeated violation in relation to the college's values and expectations.

## How to educate your faculty, staff and student employees

Below is an example of a messaging strategy on this policy for your faculty and staff:

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*COTC has adopted a tobacco free policy that supports a healthy environment for all members of the campus community. The use of all types of tobacco products is prohibited in all college buildings and on all college-owned properties, including parking lots, garages, and all outside areas.*

*Our tobacco free policy is intended to encourage employees, students, and visitors to improve their health by eliminating the use of tobacco products. It is not intended to drive tobacco use from on campus to our off-campus neighbors. The consideration and cooperation of tobacco users and non-tobacco users alike is needed to fully implement the policy. The college is highly committed to supporting all faculty, staff, and students who wish to stop using tobacco. The tobacco free website includes resources to overcome tobacco or nicotine addiction and manage stress through The Ohio State University Health Plan and other providers: <https://go.cotc.edu/hr-tobaccofree>.*

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It is important to incorporate this communication into meetings, emails, publications, and other communication vehicles directed toward your faculty and staff. Consider planning one-on-one meetings with tobacco users to proactively bring awareness to the initiative and offer assistance in connecting individuals with appropriate resources. Additional resources on messaging can be found [online](#).

Lastly, advise all faculty and staff of the importance of respecting our surrounding neighborhoods. The college is committed to being a good neighbor in our campus communities, and that includes being mindful of litter, loitering, and second-hand smoke as a result of off-campus tobacco use.

## Talking Tips for Supervisors

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1. Meet in a private place to discuss the problem.
2. Let the employee tell his/her side of story.
3. Be respectful and cognizant that this change can be difficult for tobacco users.
4. Be direct. Make a clear statement that this is an important policy to the college and it is an expectation that everyone adheres to this policy.

"I know that this is a new policy and, as a tobacco user, this must be a significant change for you. Even though this is a new policy, it is important for you to understand that violations to college policy are unacceptable and I need your cooperation."

5. Help the employee develop an acceptable plan that takes all college policies into account. If the employee wants to quit, make sure to tell the employee about all available resources. If the employee does not want to quit, reinforce policy expectations.
6. Summarize the meeting and expectations moving forward.
7. To avoid future issues of noncompliance, schedule a follow-up meeting to determine if the agreed upon plan is working. If there are continued violations, identify the impact of the employee's actions and manage it appropriately. You are encouraged to contact the Office of Human Resources for assistance.

## Responding to repeated policy violations

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1. **Give the individual the opportunity to tell his or her side of the story.** *"It's been brought to my attention that you continue to use tobacco products on college property and I'd like to give you an opportunity to share your perspective on the information that was reported."*
2. **Double-check that you understand (summarize what the employee said).** *"So, what you've just said to me is [restate what you heard]."*
3. **Gain commitment; ask the individual to come up with actions steps that will resolve the problem.** *"Now that we've discussed the importance of complying with the tobacco free policy, here are some resources I encourage you to consider utilizing in your efforts to remain compliant under the college's policy." Provide the employee the [cessation and stress management resources handout](#) of options available under The Ohio State University Health Plan or refer to the tobacco free policy resources page: <https://go.cotc.edu/hr-tobaccofree>.*
4. **If resolution is not achieved, consider corrective measures. Briefly document the event and the subsequent conversation and place in your supervisor's file.** The manager may pursue corrective action when previous problem-solving strategies have not been effective. Managers should do so in consultation with the Office of Human Resources.

## Responding to employees' concerns about repeated policy violations of their colleagues

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1. Give the employee time to tell his or her side of the story.
2. Reassure the employee that their concerns have been heard and are being addressed appropriately.

3. Reeducate the employee who has voiced the concerns, if applicable, on the policy compliance expectations.
4. Document and take appropriate action as it relates to BEST (see page 1 'Your Role').

## Where to go for help

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- For questions about the application of the policy, or violations of the policy, contact the Office of Human Resources.
- If you approach someone to remind them of the policy and the situation escalates to the point where you feel threatened or endangered, please call Public Safety at 6-9300 or dial 911.

## Resources

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- [Tobacco Free policy 2.5.20](#)
  - [Tobacco Free COTC website and cessation resources](#)
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