

## Guide to Implementing Pillar #1: Tobacco Use

### *1a) Establish and enforce tobacco-free workplace policies.*

- Your organization must have a comprehensive tobacco-free (not simply smoke-free) policy that is communicated and enforced.
- All [forms of tobacco and smokeless tobacco](#) must be prohibited.
- It must apply to all US-based employees, temporary workers, contractors and visitors, in all sites and facilities, whether they are owned, leased or shared.
- The policy must apply to your entire workplace – both indoors and outdoors – including in private vehicles and in parking lots.
- The policy must apply to company-owned or company-leased vehicles, if any, regardless of their location.
- In facilities that are leased or shared, where the landlord may permit the use of tobacco, your policy must stipulate that *your* employees may not use tobacco while at work.
- If you do not control the space outside your buildings, the use of tobacco must be prohibited near the entrances to your buildings. The distance (i.e. # of feet) may vary based upon your circumstances and must be sufficient to demonstrate that individuals are not exposed to secondhand smoke.
- Providing designated areas for smoking or separately ventilated facilities is not permissible.
- Communications messages should be positive: *“we care about your health”* and *“here are the programs and support we’re offering to help you stop using tobacco”*.
- Review a [sample tobacco-free workplace policy](#).

### *1b) Provide coverage for, at either no cost or at a reasonable cost-sharing level, evidence-based tobacco-cessation treatments (counseling and all FDA-approved prescription and non-prescription medications).*

- All employees enrolled in your health plans and their eligible covered dependents must have access to all of the [FDA-approved tobacco-cessation medications](#), both Rx and non-prescription OTC products.
- Medications and counseling must be available at either no cost or with a co-pay that is line with your other pharmacy benefits.
- In cases where a generic form of a medication is available, you may choose to provide access to the generic and not the brand.

***1c) Provide employer-sponsored tobacco-cessation programming.***

- An organization must have programming in place to encourage employees to quit and remain tobacco free.
- There are many [suggested ways to meet requirement 1c](#) – not all are required, however, your organization must check off a sufficient number of boxes on the application to demonstrate that programming is in place to help employees quit the use of tobacco.