

Model Policies for a Drug Free Community

Table of Contents

Model Policies for Tobacco Free Organizations	2
<u>Model Tobacco Free Policy Community Organizations</u>	<u>2</u>
<u>Model Tobacco Free Policy Faith Based Organizations</u>	<u>3</u>
<u>Model Tobacco Free Policy Health Care Facilities</u>	<u>4</u>
<u>Model Tobacco Free Policy for Recreational Settings</u>	<u>6</u>
<u>Model Tobacco Free Policy for Schools</u>	<u>7</u>
Model Policies for the Work Place	9
<u>Model Tobacco Free Policy for Work-Sites</u>	<u>9</u>
<u>Model Marijuana Free Work Place Policy</u>	<u>10</u>
Overview of Needed Policies/Ordinances for Bolivar/Polk	11
<u>Tobacco Model Legal Policies Guide</u>	<u>11</u>

The Policies Listed in this guide can be changed to fit each organization or used as a metric to write model policies for the prohibiting of other substances not listed in the original model.

Model Policies for Tobacco Free Organizations

Model Tobacco-Free Policy for Community Organizations

Purpose

According to the U.S. Surgeon General's Report of 2006, the Environmental Protection Agency of 1992, the South Carolina Clean Indoor Act of 1990, and the Federal Pro-Children Act of 1994, tobacco use and exposure to secondhand smoke are hazardous to the health of human beings. As a community organization, we are dedicated to improving the health and well-being of our residents and visitors. We recognize that tobacco in any form is a major cause of preventable disease and death in this state and country. It has also been acknowledged a fire hazard.

Thus, the use of all tobacco containing or tobacco derived products, smokeless tobacco (snuff, chewing tobacco, dip, snus), e-cigarettes, and other tobacco or non-FDA approved cessation products are prohibited. It does not apply to nicotine replacement therapy products (gum, patch, lozenge, inhaler), which help tobacco users with cessation efforts.

The tobacco-free policy applies to everyone (employees, members, visitors, contractors, delivery drivers, etc.) at all times (with no exemptions).

Goals

The goals of this policy are to provide a safe and healthy environment. These goals will be achieved through efforts designed to:

- Exhibit model tobacco-free behavior for our youth and adults;
- Eliminate exposure to secondhand smoke (SHS) and vaping aerosol toxins;
- Provide information on and/or promote smoking and/or vaping cessation programs for those in need;
- Reduce fire hazards.

Procedures

We will:

- Prohibit tobacco use in or on any of the grounds and vehicles of the organization.
- Prohibit tobacco use at meetings, events or any sponsored program activities.
- Support the prohibition of tobacco use by sponsoring tobacco-related educational sessions.
- Educate all the community regarding the harm of tobacco use.

Enforcement

We will be responsible for enforcing this policy and determining the appropriate sanctions for violations of the policy.

Education and Assistance

We will be responsible for providing support, educational sessions and materials, and referrals for cessation services.

Tobacco Industry Marketing or Sponsorship

We will not accept any sponsorship from any tobacco-related producers or marketers. In addition, we will not allow tobacco advertising on gear or other paraphernalia at any function/activity.

Model Tobacco-Free Policy For Faith-Based Organizations

Purpose Statement

According to the U.S. Surgeon General's Report of 2006, the Environmental Protection Agency of 1992, the South Carolina Clean Indoor Air Act of 1990, and the Federal Pro-Children Act of 1994, tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings. As a faith-based institution/group, we are dedicated to improving the health and well-being of our congregational members and community residents. We recognize that tobacco in any form is a major cause of preventable disease and death in this state and country. It also has been acknowledged as a fire hazard. Thus, smoking is prohibited in this facility, its vehicles and at any of its sponsored events and functions on or off its property, by all people (pastors, employees, members, visitors, contractors, delivery drivers, etc.).

Goals

The goals of this policy are to provide a safe, healthy environment for our congregational members, employees, visitors, and community residents. These goals will be achieved through efforts designed to:

- Exhibit model smoke-free behavior for our youth and adults;
- Eliminate exposure to environmental tobacco smoke (ETS)
- Provide information on and/or promote smoking cessation programs for those in need;
- Reduce fire hazards

Procedures

As a faith-based institution, we will:

- Prohibit tobacco use in or on any of the grounds of the institution, and vehicles.
- Prohibit tobacco use within 25 feet of all entrances, windows and exits.
- Prohibit tobacco use except in specific designated locations.

As a faith-based group, we will:

- Prohibit tobacco use at meetings, conferences or any sponsored program activities
- Support the prohibition of tobacco use by sponsoring tobacco-related educational sessions.
- Educate all group members regarding the harm of tobacco use.

Enforcement

As a faith-based institution/group, we will be responsible for enforcing this policy and determining the appropriate sanctions for violations of the policy.

Education and Assistance

As a faith-based institution/group, we will be responsible for providing support, educational sessions and materials, and referrals for cessation services.

Tobacco Industry Marketing or Sponsorship

As a faith-based institution/group, we will not accept any sponsorship from any tobacco-related producers or marketers. In addition, we will not allow tobacco advertising on gear or other paraphernalia at any function/activity.

Model Tobacco-Free Policy for Healthcare Facilities

Purpose

According to the U.S. Surgeon General's Report of 2006, the Environmental Protection Agency of 1992, the Missouri Clean Indoor Air Law of 1992, and the Federal Pro-Children Act of 1994, tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children, elderly and pregnant mothers. As providers of healthcare services, preventing the use of tobacco products is consistent with our mission to improve the health of our community. This healthcare facility, _____ will provide a 100% tobacco-free, smoke and aerosol-free environment.

Goals

The goal of this policy is to provide and enforce a 100% tobacco-free, smoke-free environment for all employees, patients, visitors, and contractors within its facilities, vehicles, grounds and at all sponsored events. This goal will be achieved by the leadership/management being supportive in:

- Exhibiting healthy behavior for all employees, contractors, and visitors;
- Providing appropriate tobacco cessation educational materials; and
- Providing access to cessation counseling and/or referral services.

Procedures

This facility will:

- Display appropriate signage in all areas (facilities, grounds, and vehicles), and provide policy in writing (contracts, orientation manuals, performance evaluations, etc.) to all employees, contractors, and visitors.
- Incorporate the use of the "Clinical Practice Guideline for Treating Tobacco Use and Dependence" into the patient screening process.
- Prohibit the sale of all tobacco products.
- Prohibit the use of tobacco products by employees, patients, visitors and contractors while on the grounds, in any buildings and in any facility vehicles; with the only exception being the following cessation methods of patches, lozenges, or gum.

Enforcement

This healthcare facility, _____ will enforce this policy by determining appropriate disciplinary actions for violators (employees, patients, visitors and contractors). Actions may be inclusive of the following:

- Employees: verbal reprimands, written notification placed in personnel file, suspension, and mandatory enrollment in a tobacco education program or voluntary enrollment in a cessation program.
- Patients: verbal reprimands to comply with healthcare policy, and possible denial of services.
- Visitors: verbal requests to not use tobacco products, request to leave property, and prosecution for disorderly conduct after repeated offenses.
- Contractors: written notification of policy violation, possible cancellation of contracts, request to leave property.

Education and Assistance

As a healthcare facility, all areas of leadership/management will be responsible for assuring employees, patients, contractors, and visitors are aware about the new policy and provide assistance for compliance by:

- Providing reimbursement and other incentives for participation in smoking cessation programs;
- Providing coverage of smoking cessation programs through the employee health insurance plan.

Tobacco Industry Marketing or Sponsorship

This healthcare facility, _____ will not accept any contributions or gifts, money or materials from the tobacco industry or related companies. Also, this healthcare facility will not participate in any type of functions that are funded by the tobacco industry. In addition, any gear or clothing that advertises tobacco use or tobacco products will not be allowed on worksite grounds.

Model Tobacco-Free Policy for Recreational Settings

Purpose

According to the U.S. Surgeon General's Report of 2006, the Environmental Protection Agency of 1992, the Missouri Clean Indoor Air Law of 1992, and the Federal Pro-Children Act of 1994, tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings. This recreational setting, _____ will provide a 100% tobacco-free, smoke and aerosol-free environment.

Goals

The goal of this policy is to provide and enforce a 100% tobacco-free, smoke and aerosol-free environment for all park patrons, management, employees, and contractors within its facilities, vehicles, grounds, playing fields, and at all sponsored events. This goal will be achieved by the leadership/management being supportive in:

- Exhibiting healthy behavior;
- Providing appropriate tobacco cessation educational materials for employees; and
- Providing access to cessation counseling and/or referral services for employees.

Procedures

- Prohibit the use and/or sale of all tobacco products including but not limited to cigarettes, cigars, pipes, e-cigarettes, smokeless tobacco and snuff on facilities, grounds, vehicles.
- Ensure that tobacco use prevention programs and cessation services/referrals are an integral part of its human services, and health/wellness initiatives.
- Provide assistance to employees for cessation services/referrals as deemed appropriate on an individual basis.
- Display appropriate signage in all areas (facilities, grounds, and vehicles), and provide policy in writing (contracts, orientation manuals, performance evaluations, sports registration forms, coaching contracts, etc.).

Enforcement

This recreational facility, _____ will enforce this policy by determining appropriate disciplinary actions for violators (employees, contractors, and park patrons). Actions may be inclusive of the following:

- Employees: verbal reprimands, written notification placed in personnel file, suspension, and mandatory enrollment in a tobacco education program or voluntary enrollment in a cessation program.
- Contractors: written notification of policy violation, possible cancellation of contracts, request to leave property.
- Park Patrons: verbal requests to not use tobacco products, request to leave property, prosecution for disorderly conduct after repeated offenses, and possible loss of facility privileges.

Education and Assistance

As a recreational facility, leadership/management will be responsible for educating employees, contractors and visitors about the new policy and provide assistance for compliance.

Tobacco Industry Marketing or Sponsorship

This recreational facility, _____ will not accept any contributions or gifts, money or materials from the tobacco industry or related companies. Also, this will not participate in any type of functions that are funded by the tobacco industry. In addition, any gear or clothing that advertises tobacco use or tobacco products will not be allowed on playing fields.

Policy

TOBACCO-FREE SCHOOLS

Code **ADC** Issued **MODEL /14**

Purpose: To establish the basic structure for tobacco-free schools.

The board believes that tobacco use and exposure to secondhand smoke and/or aerosol (environmental tobacco smoke or electronic cigarette aerosol) are hazardous to the health of human beings, especially children. Therefore, the board affirms that one of the best methods of instruction is one that is provided within a 100 percent tobacco-free environment.

Goal

The goal of this policy is to provide a 100 percent tobacco-free, smoke and aerosol-free environment for all students, staff and visitors within all district facilities, vehicles and grounds and at all district-sponsored events by doing the following.

- ☐ exhibiting healthy behavior for all students, staff, visitors and the entire community
- ☐ utilizing a proven and effective science-based tobacco use prevention curricula
- ☐ providing access to cessation counseling or referral services for all students and staff

Procedures

- ☐ Prohibit the use and/or possession of all tobacco products, alternative nicotine products or paraphernalia including, but not limited to, cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco and snuff by all students, staff and visitors.
- ☐ Ensure that tobacco use prevention programs, as recommended by the Missouri Department of Health and Senior Services, the Missouri Department of Conservation, the Missouri Department of Alcohol and Tobacco, and the Missouri Department of Education, are an integral part of district substance abuse prevention efforts.
- ☐ Provide and/or refer to cessation services for students and staff.

Enforcement

The district will enforce this policy by determining appropriate disciplinary actions for violators (students, faculty, visitors) such as the following.

Students

- ☐ Parent/legal guardian/administrator conferences
- ☐ Mandatory enrollment in a tobacco prevention education program
- ☐ Community service
- ☐ Suspension from extracurricular activities
- ☐ Out-of-school suspension
- ☐ In-school suspension

Staff

- ☐ Verbal reprimands
- ☐ Written notification placed in personnel file
- ☐ Suspension
- ☐ Mandatory enrollment in a tobacco education program
- ☐ Voluntary enrollment in a cessation program

Visitors

- ☐ Verbal requests to leave school property
- ☐ Forfeiture of any fee charged for admission
- ☐ Prosecution for disorderly conduct after repeated offenses

Education and assistance

The district will be responsible for utilizing proven and effective tobacco use prevention curricula to educate all students and providing assistance and/or make appropriate cessation referrals.

Tobacco industry marketing or sponsorship

The district will not accept any contributions or gifts, money or materials from the tobacco industry. The district will not participate in any type of services that are funded by the tobacco industry. In addition, any gear, paraphernalia, clothing, etc., that advertises tobacco use or tobacco products will not be allowed on district grounds or in the possession of faculty, staff or students at district-sponsored events.

Cf. GBED, JICG

Adopted 7/15/96; Revised ^

Legal references:

A. United States Code:

1. 20 U.S.C. 6081 - Pro-Children Act of 1994.

B. S.C. Code, 1976, as amended:

1. Section 44-95-10, et seq. - Clean Indoor Air Act of 1990 and penalties for violations.
2. Section 16-17-490 - Contributing to the delinquency of a minor (school board rules and regulations may be exempt under certain circumstances).
3. Section 16-17-500 - Supplying minors with tobacco or cigarettes.
4. Section 59-67-150 - Qualifications of bus driver; drinking or smoking on bus.
5. Sections 16-17-500 and 501 - Youth Access to Tobacco Prevention Act of 2006.
6. Sections 16-17-500 and 501 – Amended to include alternative nicotine products and define terms alternative nicotine products and electronic cigarettes.

Model Policies for Tobacco Free Organizations

Model Tobacco-Free Policy for Worksites

Purpose

According to the U.S. Surgeon General's Report of 2006, the Environmental Protection Agency of 1992, the Missouri Clean Indoor Air Act of 1992, and the Federal Pro-Children Act of 1994, tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings. This worksite, _____ will provide a 100% tobacco-free, smoke and aerosol-free environment.

Goals

The goal of this policy is to provide and enforce a 100% tobacco-free, smoke-free environment for all employees, contractors, and visitors within its facilities, vehicles, grounds and at all sponsored events. This goal will be achieved by the leadership/management being supportive in:

- Exhibiting healthy behavior for all employees, contractors, and visitors.
- Providing appropriate tobacco cessation educational materials; and
- Providing access to cessation counseling or referral services for all employees.

Procedures

As a worksite in Missouri, we will:

- Prohibit the use and/or sale of all tobacco products including but not limited to cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco and snuff by all employees, contractors, and visitors.
- Ensure that tobacco use prevention programs and cessation services/referrals are an integral part of its human services, and health/wellness initiatives.
- Provide assistance for cessation services/referrals as deemed appropriate on an individual basis.
- Display appropriate signage in all areas (facilities, grounds, and vehicles), and provide policy in writing (contracts, orientation manuals, performance evaluations, etc.) to all employees, contractors, and visitors.

Enforcement

This worksite, _____ will enforce this policy by determining appropriate disciplinary actions for violators (employees, contractors, and visitors). Actions may be inclusive of the following:

- Employees: verbal reprimands, written notification placed in personnel file, suspension, and mandatory enrollment in a tobacco education program or voluntary enrollment in a cessation program.
- Contractors: written notification of policy violation, possible cancellation of contracts, request to leave property.
- Visitors: verbal requests to not use tobacco products, request to leave property, and prosecution for disorderly conduct after repeated offenses.

Education and Assistance

As a worksite, leadership/management will be responsible for educating employees, contractors and visitors about the new policy and provide assistance for compliance.

Tobacco Industry Marketing or Sponsorship

This worksite, _____ will not accept any contributions or gifts, money or materials from the tobacco industry or related companies. Also, this worksite will not participate in any type of functions that are funded by the tobacco industry. In addition, any gear or clothing that advertises tobacco use or tobacco products will not be allowed on worksite grounds.

Model Policies for Marijuana Free Work Places

Purpose

[Employer] is committed to ensuring a safe, healthy, and productive work environment for all employees. Using marijuana in the workplace hurts productivity and poses a danger to everyone. For these reasons, [Employer] prohibits the use of marijuana in the workplace. Compliance with this policy is a condition of continued employment for all employees.

[Employer] complies with all state and federal laws and regulations regarding marijuana use. This policy addresses the prohibition against using marijuana in the workplace.

Prohibited Conduct

Employees are prohibited from reporting to work or working while under the influence of marijuana, which can adversely affect their ability to safely and effectively perform their job duties.

Employees are further prohibited from consuming, smoking, or otherwise ingesting marijuana during work hours, including during meal and rest breaks.

To Make an Exception for medical Marijuana: We do however make an exception to accommodate the medical use of marijuana in the workplace if employees can provide valid proof through their medical card which will remain on file and are in no way putting themselves in danger by using marijuana during the work day.

Without Exception: [Employer] doesn't accommodate the medical use of marijuana in the workplace. Employees, including state-authorized medical marijuana users, are prohibited from using marijuana while at work.]

VIOLATIONS OF EMPLOYER'S MARIJUANA USE POLICY

Employees who fail to comply with [Employer]'s marijuana use policy are subject to discipline, up to and including termination.

Overview of Needed Policies/Ordinances for Bolivar/Polk

Coming Soon-

Members of our Community are currently working to draft legislation to present to the legal councils of the communities existing with in Polk. These policies will also be available for viewing with in this Policy guide.

The first of the aforementioned policies will be a form of legislation to help support the disposable of electronic cigarette products, as it has recently been classified as toxic waste, which has created financial obstacles for schools, community centers, recreational facilities, and youth serving organizations. Several preventative or intervention strategies for youth vaping or e-cigarette use cannot be implemented due to the cost of disposing of vape devices. The policy will work to charge retailer's a disposal fee for each vape device or e-liquid sold. This fee will be used to pay the disposal fee for community centers, public recreational spaces such as parks, and local schools when bulk vaping disposal is required.

Policies regarding Marijuana misuse prevention are also currently being drafted. This legislation includes limiting advertisements near areas heavily populated with you such as schools, churches, or youth serving organizations. Other potential preventative legislation drafted as an addition to this Policy guide includes legislation to create retail licensing fees, raise taxes on substances, or change the consequences for those convicted of use to increase the chances of successful prevention and rehabilitation.

Other Resources-

For an in-depth review including more model policies to minimize, prevent, and reduce tobacco use, follow the link below.

Tobacco Model Legal Policies Guide

C:\Users\kpayne.C17082501\Desktop\Tobacco-Vape_Policy_Recommendations_Guide.pdf