

Overview

Out of respect for others and the environment, Cleveland State University adopted a Tobacco Free Campus (TFC) policy that went into effect at the start of the 2013 fall semester. CSU seeks to foster a respectful, safe and healthy learning, living and working environment for our faculty, staff, students and visitors.

More and more colleges, universities, communities and employers are prohibiting tobacco use to address the health risks associated with tobacco use and exposure to secondhand smoke. CSU also seeks to demonstrate the model of a tobacco free workplace for students who may be seeking future employment with tobacco free organizations.

CSU's move to a tobacco free campus is an important component of the University's VikeHealth & Well-Being initiatives promoting the health of our faculty, staff and students. As part of the University's commitment to prohibit the use of tobacco on campus, our CSU tobacco free website provides easy access to many tobacco cessation resources available to staff, faculty and students.

To support this commitment, we intend to create a tobacco free environment by prohibiting the use of tobacco in or on all University facilities or properties owned, leased or used or occupied by the University, including vehicles.

Cleveland State University strives to create a culture that encourages compliance by promoting and supporting a respectful, healthy environment. Managers, when notified of policy violations, should strive to be non-confrontational and considerate of all members of our campus community, including tobacco users. Use this toolkit for guidance on how you can support our tobacco free policy and how you can navigate potential challenges with policy compliance.

Your Role

As a leader within your college/unit, you are a strategic partner in implementing this 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 and to be the BEST leader:

1. **Be Informed:** Educate yourself on the policy, FAQs and training resources located at www.csuohio.edu/tobaccofree.
2. **Educate:** Communicate the policy courteously and non-confrontationally to faculty, staff, students and visitors in your college/unit.
3. **Support:** Connect your employees with appropriate resources, which include CSU's VikeHealth & Well-Being (216-687-3760 or 216-687-3636), the CSU Counseling Center (216-687-2277), CSU's Health & Wellness Services on-campus clinic (216-687-3649) and the Support Services for Employees at www.csuohio.edu/tobaccofree that include free telephonic counseling, medications and access to our employee assistance program. CSU Counseling and Health & Wellness Services are primarily for students. However, the CSU Health & Wellness Services on-campus clinic is open to both students and employees.
4. **Take Action:** Hold employees and students accountable and address matters of repeated violations consistently in the same manner as you would violations of other policies. It is important to assess the impact of the repeated violation in relation to the university's values and expectations. **To report continued tobacco use violators, please follow these steps:**
 - We want all students, faculty, and staff to feel welcome to CSU. Considering there is no safe level of secondhand smoke and that many of our CSU community members have health issues that smoking exacerbates, we need everyone to respect the TFC policy. Each individual needs to be approached and educated about the TFC policy and areas in which smoking is and is not prohibited before submitting a violation form. The TFC Violation and Incident Report form was created to report individuals who have already been approached and continue to violate the policy.
 - Locate the CSU Tobacco Free Campus Violation and Incident Report Form on the left side of the University's Tobacco Free Campus website at www.csuohio.edu/tobaccofree under the words "Help Us Comply."
 - Complete the form in its entirety. If you aren't sure if the person is a faculty, staff, or student, click on "unknown". The electronic form will be routed to the appropriate person and to the Manager of VikeHealth & Well-Being, Lisa Sandor.

- To report **staff**, the form will be routed to the Manager of Labor Relations, Danielle Ruiz and to the Manager of VikeHealth & Well-Being, Lisa Sandor. The form will then be routed to the staff's supervisor.
- To report **faculty**, the form will be routed to the Manager of Labor Relations and the Manager of VikeHealth & Well-Being. The Vice Provost of Faculty Affairs, William Morgan, will be notified and the form will be routed to the faculty's supervisor.
- To report a **student**, the form will be routed to Valerie Hinton-Hannah, Director, Student Conduct & Advocacy at v.hintonhannah@csuohio.edu and Lisa Sandor, Manager of VikeHealth & Well-Being. A name will need to be entered into the box under the words "Form Completed by" at the bottom of the violation and Incident Report form in order to notify the student being accused of violating the Tobacco Free Campus policy.
- When reporting a faculty or staff person, the name entered under the words "Form Completed by" at the bottom of the Violating and Incident Report form will not be disclosed.
- Visitors and/or individuals who are University contractors will be routed to the appropriate Plant Services Facilities & Safety Administration Account Clerk 2, Randy Bowling, or Campus Support Services supervisor.

How to Educate Your Faculty, Staff and Student Employees

Below is an example of an effective messaging strategy which can be used to educate your faculty and staff on the policy:

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The university is highly committed to supporting all faculty, staff and students who wish to stop using tobacco. The Tobacco Free Campus website includes resources to overcome tobacco or nicotine addiction and manage stress. <http://www.csuohio.edu/tobacco-free/tobacco-free>

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 University 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

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 working in a tobacco free place can be difficult for tobacco users.
4. Be direct, make a clear statement that this is an important policy to the University and that it is expected for everyone to adhere to this policy.

"I know that as a tobacco user, this must be a significant change for you. However, it is important for you to understand that violations to University policy are not acceptable and I need your cooperation."

5. Help the employee develop an acceptable plan that takes all University policies into account. Have the employee review the Tobacco Free Campus Training located at www.csuohio.edu/tobaccofree under "Help Us Comply" to become more aware of how to comply with the policy. If the employee wants to quit, make sure to tell the

employee about all available resources located on the same University TFC website. 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, you are encouraged to contact your college/unit Human Resources representative to ask for help.

Responding to repeated policy violations

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 university 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 action 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 university’s policy.” Provide the employee with the University’s TFC website at www.csuohio.edu/tobaccofree that includes cessation, stress management and wellness resources.
4. **If resolution is not achieved, consider corrective action 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 their college/unit Human Resources representative.

Responding to employees’ concerns about repeated policy violations of their colleagues

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’).

Cleveland State University Police Department will respond to calls of policy violation; 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 216-687-2020. If you approach a group of repeat violators who refuse to comply, call the CSU Police Department at 216-687-2020



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