

# Tobacco Free Cleveland State University Leader/Supervisor Toolkit

## 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.

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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](http://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**

To report **staff**, the form will be routed to the Manager of Labor Relations, Danielle Ruiz and to the Manager of VikeHealth & Well-

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.**  
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