



# HELP YOUR EMPLOYEES AND WORKPLACE BE TOBACCO-FREE

## PROMOTION OF A HEALTHY WORKPLACE AND CESSATION RESOURCES

Employers play an important role in protecting the health and safety of their workforce. Through workplace policies, comprehensive cessation coverage, and smoking cessation services, your workplace and your employees can have a healthier workplace.

## 100% TOBACCO-FREE WORKPLACE GROUNDS POLICY

Secondhand smoke exposure can have a devastating effect on your employees, your customers, and the health of your business.

A sample model language of the 100% workplace grounds policy should express:

### POLICY

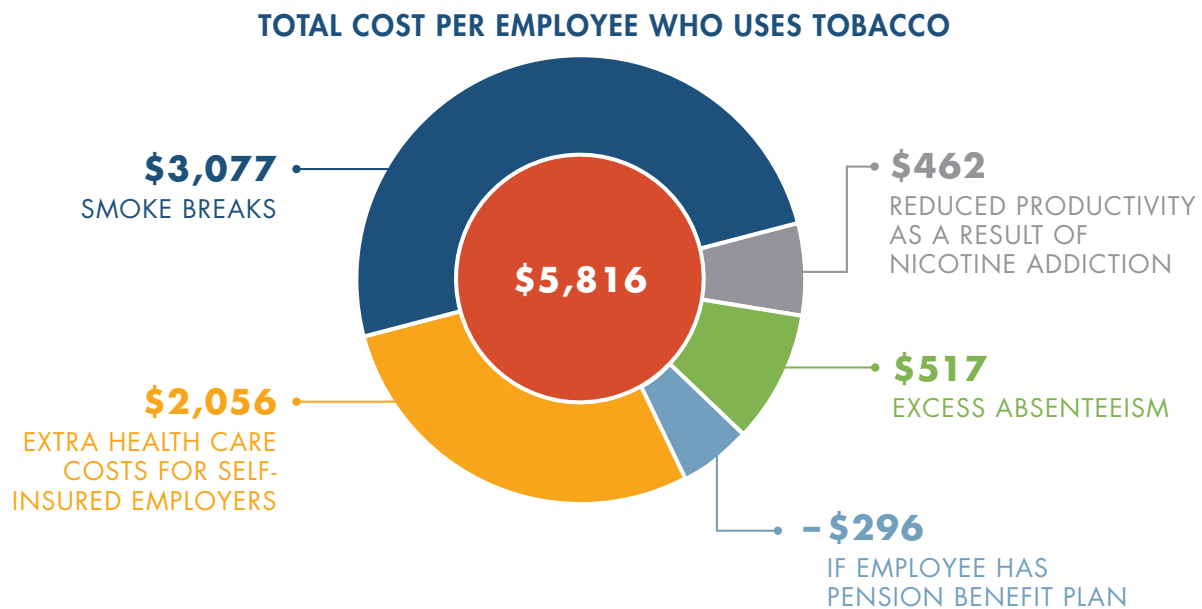
1. Use of tobacco products in any form; such as cigar, cigarette, pipe, chewing tobacco, electronic nicotine delivery devices/electronic cigarettes, etc.; is prohibited
2. The adopted policy is effective 24 hours a day
3. All buildings are tobacco-free
4. All grounds are tobacco-free
5. Employer-owned vehicles are tobacco-free
6. All employees are subject to the policy's regulations
7. All visitors and patrons are subject to the policy's regulations



**1.800.QUIT.NOW**  
Indiana's Tobacco Quitline

## BENEFITS OF A TOBACCO FREE WORKPLACE FOR EMPLOYERS

- Direct health care costs to the company may be reduced.
- Employees may be less likely to miss work due to tobacco-related illnesses.
- Maintenance costs go down when tobacco, smoke, matches, and cigarette butts are taken out of work facilities.
- It may be possible to get lower rates on health, life, and disability insurance coverage when fewer employees use tobacco.



## BENEFITS OF A TOBACCO FREE WORKPLACE FOR EMPLOYEES

- A tobacco-free environment helps create a safer, healthier workplace.
- A smoke-free environment protects employees from the harmful effects of secondhand smoke while at work.
- Employees who use tobacco, or those wanting to quit may have more reason to do so.
- Those who use tobacco may appreciate a clear company policy about tobacco use at work.
- Managers are relieved when there is a clearly defined process for dealing with tobacco in the workplace.



## COMPREHENSIVE TOBACCO CESSATION COVERAGE

Employers should offer comprehensive tobacco cessation coverage in their health insurance plans for all employees. The U.S. Public Health Service guideline, Treating Tobacco Use and Dependence, can serve as the model benefit plan that includes:

- Four tobacco cessation counseling sessions of at least 30 minutes. This includes proactive telephone counseling, group counseling and individual counseling.
- All 7 Food and Drug Administration (FDA)-approved tobacco cessation medications.
- Coverage provided for two quit attempts per year.
- Benefits provided with no copayments or coinsurance and not subject to deductibles, annual or lifetime dollar limits.



## CESSATION SERVICES

The Indiana Tobacco Quitline (ITQL) is a telephone-based cessation service designed to help all Hoosiers. This includes those who may be pregnant, diagnosed with a mental health condition, and youth, ages 13-17. The program also offers web-based and text-based services and ITQL staff are skilled in working with all forms of tobacco products, including smokeless tobacco, pipes, cigars, and e-cigarettes.

### INDIANA TOBACCO QUITLINE TOOLS:

#### QUIT COACH®

You get a personal expert who specializes in helping people quit tobacco.

#### TEXT2QUIT®

Text messages allow you to connect with your Quit Coach® and Web Coach® all from your smartphone.

#### WEB COACH®

Get access to online tools, videos, track your progress, and interact with others quitting.

#### QUITTING AIDS

Free nicotine replacement therapy products (patches or gum) if you qualify.

#### QUIT GUIDE

You receive a quit book that helps you stick with your personalized Quitting Plan.



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## JOIN THE QUIT NOW INDIANA PREFERRED EMPLOYER PROGRAM AND GET ONGOING SUPPORT AND RESOURCES!

Visit [QuitNowIndiana.com](http://QuitNowIndiana.com) and click Healthy Workplace to find out more information about integrating tobacco-free resources and programs into your workplace.

## NEED ADDITIONAL SUPPORT REGARDING WORKPLACE TOBACCO USE?

The Wellness Council of Indiana (WCI) is proud to partner with the Indiana Tobacco Quitline to encourage smoke-free workplaces across Indiana. Dedicated to helping employers navigate the well-being journey, the WCI offers additional support to a workplace that wishes to improve its tobacco environment.



The WCI's Quit Now Tool provides employees an interactive, educational online program focused on tobacco cessation and prevention. This program serves as a reasonable alternative standard for smoking cessation. Employers can also take advantage of free, personalized consultations with WCI staff to discuss tobacco prevention and cessation guidelines for the workplace, access to best practices and guidelines, and discussion of comprehensive benefit plan designed to support individuals trying to quit.



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