



Employee Toolkit for Communicating the Smoke-Free/Tobacco-free Policy

The UA Smoke-Free/Tobacco-free Campus Policy is meant to be a positive, health-related policy. Individuals noticing violations of the policy are expected to be non-confrontational and respectful of all members of our campus community including tobacco users when communicating the policy. Additionally, tobacco users are expected to adhere to the policy and likewise be respectful to ex-tobacco users and non-tobacco users. It is the intent of our policy that enforcement will be achieved primarily through education, awareness and a spirit of cooperation.

As we acclimate to the new policy and become more aware of campus boundaries, it's important to remain courteous and respectful when reminding fellow community members and guests of the university's tobacco-free campus policy.

1. **If you encounter someone who is using tobacco products:** Visitors or contractors are more likely to be unaware of the policy so you may want to ask whether they know that the use of tobacco products is prohibited on campus grounds and property.

Example: "I wanted to let you know that UAS is tobacco-free campus. I know that as a tobacco user, this policy must be a challenge for you. If you're interested in resources on tobacco cessation, visit Alaska's Tobacco Quit Line at alaskaquitline.com or call 1-800-QUIT-NOW. You can also visit the Health Clinic/Student Resource Center for samples of Nicorette gum and access to counseling services."

2. **If you find a student, faculty or staff member using tobacco products on campus grounds:** Remember to be courteous and respectful, asking whether they are aware of our tobacco-free campus policy.

If you notice a recurrent violation occurring on campus, you may report the violation to the appropriate unit for review and action:

- Students — to the university student affairs representative.
- Faculty, staff and volunteers — to their supervisors.
- Contractors and vendors — to their employers and/or [UAS Business Services](#).

3. **If a person asks where they may use tobacco products:** Please explain that the use of tobacco products are prohibited on university property including inside buildings and on university grounds. If they feel they need to use tobacco products, they will need to leave campus property. Non-university property such as sidewalks that border major streets, are not included in the Tobacco-free Campus policy.

The UA policy does allow tobacco use while inside personal vehicles provided refuse is disposed of properly.