

# preparing the property

It may seem obvious, but preparing your Tribal worksite is one of the first steps in creating a tobacco-free environment. Here are four easy steps to making your workplace tobacco free.

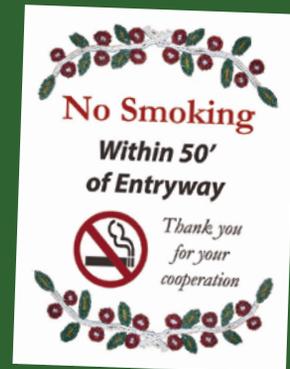
**1.**

Remove all ashtrays, matchbooks, and other tobacco paraphernalia. Offer gum or mints!



**2.**

Post no tobacco or no smoking signs.



**3.**

Practice respectfully asking customers not to use tobacco on workplace property.



**4.**

Create cards with policy and tobacco quit information to hand out to tobacco users.

XYZ is a tobacco-free campus including all buildings, grounds, roads, and sidewalks. Please help us protect the health of our people.

For help to quit tobacco call 1-800-QUIT-NOW

Contact (insert name) for more signs or information (insert phone#)

# talking to staff

Staff preparation is one of the most important steps in ensuring a smooth transition to tobacco free workplaces. These steps will help your employees understand and deal with the transition.

**1**

Hold an informal meeting to overview the details of the resolution/policy passed on (insert date).

**2**

Discuss employee's attitudes toward tobacco restrictions and the dangers of secondhand smoke.

**3**

Involve staff in preparing the worksite and property and allow them to have a sense of responsibility with the resolution.

**4**

Remind employees that a positive mindset and message should be sent to customers to ensure a smooth transition.

**5**

Focus on the health aspects and benefits of becoming tobacco-free. Provide staff with resources and incentives to quit tobacco.

Contact (insert name) for more information (Phone Number)

# talking to customers

It's important to have staff trained to answer questions and know the basic facts about the resolution/policy. Here are some respectful and polite phrases to use with customers using tobacco on your property.

**1**

"I'm sorry, but you'll have to put out your cigarette. We are covered by a tobacco-free work place resolution."

**2**

"Our policy requires that no smoking or chew tobacco be allowed on workplace property. Your cooperation is appreciated."

**3**

"Excuse me, did you know that we have a tobacco-free workplace? Thank you for respecting this policy."

**4**

"This worksite has a tobacco-free policy. Please remember to leave tobacco behind when coming here."

**5**

"Thank you for not smoking. Smoke-free air protects the health of our youth and Tribal members."

Contact (insert name) for more information (Phone Number)