**Purpose:**

The [AGENCY] is committed to the well-being of our employees, clients, and visitors. In accordance with our commitment to promoting and protecting the health of our employees, all [AGENCY] offices will be completely tobacco-free campuses. The intent of this policy is to create an environment that promotes tobacco prevention, eliminates the risks associated with secondhand smoke, and is conducive to quitting the use of tobacco. Enforcement of this policy is the responsibility of all [AGENCY] employees.

**Covered Individuals:**

The provisions of this policy apply 24 hours a day, seven days a week to all [AGENCY] employees, clients, contractors, vendors, and visitors.

**Definitions:**

1. *Tobacco and smoking products* include all products that are tobacco-derived or contain tobacco, including but not limited to cigarettes, electronic cigarettes, cigars, cigarillos, pipes, water pipes, smokeless tobacco products (chew, pouches, snuff), or any device intended to simulate smoked tobacco. This does not include nicotine replacement therapy, such as nicotine gum, patches, and lozenges.
2. *[AGENCY]* *property* includes all buildings, facilities, grounds and spaces leased, owned or controlled by the [AGENCY], regardless of whether signs are posted or not.

**Use of Tobacco Products:**

1. The use of tobacco products is prohibited on [AGENCY] property. No ashtrays, receptacles, or smoking shelters will be permitted.
2. The use of tobacco products is prohibited in [AGENCY]-owned, operated, or leased vehicles.
3. The use of tobacco products is prohibited in personal vehicles parked on [AGENCY] property.
4. [AGENCY] discourages the use of tobacco products by all covered individuals on properties adjacent to [AGENCY] property.

**Communication of Policy:**

This policy will be communicated to [AGENCY] employees, clients, and visitors as follows:

1. News and information related to this policy will be posted on the [AGENCY] website and intranet at [DEDICATED WEB LINK(S)].
2. References to this policy will be added to new employee orientation materials and other publications as appropriate.
3. Self-identified tobacco users will be referred to the S.C. Tobacco Quitline at 1-800-QUIT-NOW.
4. [AGENCY] staff will assist in informing visitors of the policy and asking that they comply while on any [AGENCY] property.
5. Tobacco-free property signs will be posted throughout [AGENCY] facilities and campuses. Each building will display a tobacco-free property decal and additional signs as appropriate.

**Tobacco Cessation Resources:**

[AGENCY] will offer resources and support to assist those tobacco users who desire to quit or abstain from using tobacco. Tobacco cessation resources and programs will be promoted or offered to [AGENCY] employees and clients. Many of these programs are offered at little or no cost. Referrals may be made to the S.C. Tobacco Quitline at 1-800-QUIT-NOW.

**Enforcement and Compliance:**

1. Enforcement for the policy is the responsibility of every [AGENCY] employee. [AGENCY] employees are expected to enforce the policy for their facility. Each employee should in a consistent and civil way bring any infractions of this policy to the attention of the person or persons observed violating the policy. [AGENCY] employees are also expected to assume leadership roles by adhering to the policy provisions, and by reminding others who are not in compliance of the policy provisions.
2. In the event that an employee, client, contractor, or vendor does not respond to a reminder, [AGENCY] employees will assist in the enforcement of this policy by reporting repeated violations to the appropriate body, as described in the provisions below.
   1. Central Office Staff - Complaints regarding central office employees, contractors, and vendors will be directed to and handled by [AUTHORITY].
   2. Regional Staff - Complaints regarding Lowcountry regional employees, contractors, and vendors will be directed to and handled by [AUTHORITY].
   3. Clients and Visitors - Complaints about clients and visitors may be addressed by any [AGENCY] employee. Repeated violations may be handled by [AUTHORITY].
   4. Contractors and Vendors - Complaints regarding contractors and vendors will be addressed by the [AUTHORITY]. Failure by contractors/vendors or their employees to comply with the provisions of this policy could result in termination of the contract.
3. Corrective actions will include an educational component and, for those who wish to quit using tobacco, referral to a tobacco cessation program. Referrals may be made to the S.C. Tobacco Quitline at 1-800-QUIT-NOW.
4. [AGENCY] will provide tobacco-free campus policy information cards to facilitate education about and enforcement of the policy.