



LET'S CLEAR THE AIR!

Proud to be a tobacco- and smoke-free campus

Employee Toolkit

SYRACUSE UNIVERSITY

Communicating about the Tobacco-Free Policy

The Tobacco-Free Campus policy is part of our ongoing effort to ensure a healthy, productive, respectful environment in which to work, learn, and live. Our University buildings have been smoke-free for many years, and the expansion to a tobacco-free campus is effective July 1, 2015.

The success of this policy relies on the thoughtfulness, consideration, and cooperation of each individual. In an effort to achieve maximum compliance with the new policy, all faculty, staff, students, alumni, and volunteers are encouraged to help carry out the policy at their facilities and sponsored activities. It is the intent of this 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 is important to remain courteous and respectful when reminding an employee, visitor, student, alumni, or contractor of the University's Tobacco-Free Campus policy. We expect all members of the campus community to treat each other with dignity and respect, support each other, and embrace a spirit of a healthy living, learning, and working environment.

Pocket policy cards are available from the University Wellness Initiative office at wellness@syr.edu or 315-443-5472. These cards may be given to anyone seen using tobacco products on University property as a reminder of the policy.

Keep the "SMOKE" acronym in mind any time you choose to approach someone who is using tobacco products on campus.

S: "Smile" Introduce yourself.

M: "Make" the assumption that the person doesn't know the policy.

O: "Offer" resources for tobacco cessation.

K: "Kindly" remind the person of the tobacco-free policy.

E: "Enforce" the policy: Ask the person to stop using the tobacco on campus.

Below are some examples of situations you may encounter when sharing information about the policy on campus. We have prepared sample scripts or examples of nonconfrontational dialogue you may consider using when approaching someone to inform them of our new policy and encourage compliance.

EXAMPLE SCRIPT #1

Situation: You see a person using tobacco products on SU property.

Conversation starter: “Hello, my name is _____, and I am an (employee) here at SU. I want to make you aware that we are now a tobacco-free campus, meaning that tobacco products, including smokeless tobacco and e-cigarettes, are prohibited on our grounds. We would appreciate if you would not use tobacco products while on campus. Thank you for your cooperation.”

EXAMPLE SCRIPT #2

Situation: “Where am I allowed to smoke?”

Response: “Smoking and other tobacco as well as tobacco-related products are not allowed anywhere on the SU campus. This is a new policy meant to promote respect for all members of the campus community as well as a safe and healthful work environment. If you choose to smoke or use tobacco products, please step off the campus property to do so.”

EXAMPLE SCRIPT #3

Situation: “If I choose to continue to use tobacco and tobacco-related products, how can I find out what the campus boundaries are?”

Response: Campus maps of both North and South Campus as well as additional information about the policy are available at wellness.syr.edu/tobacco-free. Maps are found under the FAQ section.

- Tobacco-Free Main and North Campus.pdf
- Tobacco-Free South Campus.pdf

EXAMPLE SCRIPT #4

Situation: “Why should I comply? I don’t agree with the policy.”

Response: “Respect for others and a culture of health and wellness are what guide us in establishing and maintaining a tobacco-free campus. While this policy may be challenging for tobacco users at first, we hope that all members of the University community will respect each other and the environment.”

EXAMPLE SCRIPT #5

For vendors and visitors: “I would like to let you know that the SU campus is a tobacco-free environment as of July 1, 2015. Use of tobacco and tobacco-related products is not permitted on any property, grounds, or parking areas. Thank you for respecting our policy.”

EXAMPLE SCRIPT #6

For registration, pre-admission, and office staff who are speaking to students and families prior to a SU campus visit: “I would like to let you know that the SU campus is a tobacco-free campus as of July 1, 2015. Use of tobacco or tobacco-related products is not permitted on any property, grounds, or parking areas. Thank you for your understanding.”

EXAMPLE SCRIPT #7

Situation: You are informing someone of the policy, and the individual becomes upset or aggressive.

Response: Do not continue to speak to anyone who becomes angry or confrontational. Simply walk away.

QUESTIONS? For more information about the policy, Frequently Asked Questions (FAQs), and tobacco-cessation resources, visit wellness.syr.edu/tobacco-free