

tobacco-free **WORKSITE POLICY**

TOOLKIT FOR EMPLOYERS



Dear Employer:

This toolkit is intended to help you guide your business into a tobacco-free worksite. Research shows that when employers implement a tobacco-free policy, it creates a safer and healthier workplace, provides clarity on where tobacco can or cannot be used and identifies clear guidelines for enforcement. This manual provides information on how a healthy work environment may encourage or support quitting. A healthier workforce may mean fewer days of work missed, reduced maintenance costs and reduced risk of fire. Within this toolkit you will find tips on implementing tobacco-free policies as well as sample policies and materials.

This toolkit was created to complement the New Jersey Department of Health “Working Well in New Jersey” Worksite Wellness Toolkit. The “Tobacco-Free Worksite Policy: Toolkit for Employers” is a supplemental toolkit that elaborates on tobacco elements of a worksite wellness policy. A link to the “Working Well in New Jersey” Worksite Wellness Toolkit can be found on page 1 of this toolkit.

The content of this toolkit has been selected from various resources that have been thoroughly researched and tested. **It is to serve only as a guide, and does not serve, nor should be construed, as legal advice or counsel. We suggest that you work with your attorney for legal advice.**

By implementing tobacco-free worksite policies, you are protecting the health of your employees and reducing the maintenance costs associated with smoking. We commend you on your choice to make your business 100% tobacco-free.

Sincerely,

Tobacco Free for a Healthy NJ



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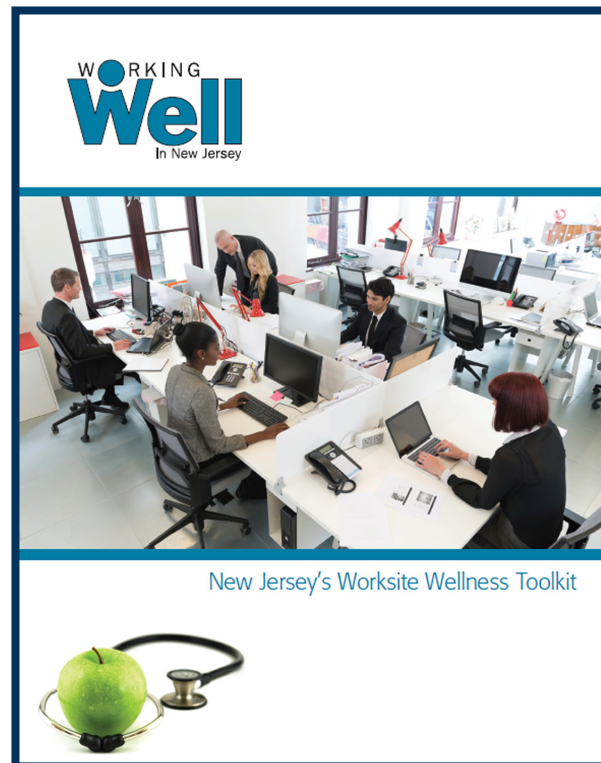
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The ***Working Well in New Jersey - Worksite Wellness Toolkit*** was created by the New Jersey Department of Health to help create a culture of wellness at the worksite.

This toolkit will help you learn evidence-based best practices that increase productivity, reduce absenteeism, lower accidents, reduce turnover, and much more. Well-designed worksite wellness programs have been shown to provide significant return on investment.

It features:

- Key elements of healthy lifestyles in a culture of wellness in NJ worksites
- Successful strategies used by NJ employers to support and maintain a culture of wellness
- Resources to support, establish and maintain worksite wellness initiatives
- Tools to support the Return on Investment (ROI) for employers



The Tobacco-Free Worksite Policy: Toolkit for Employers was created to be a tobacco supplement to compliment the “New Jersey’s Department of Health’s Working Well in New Jersey: Worksite Wellness Toolkit”. This supplement is funded by the New Jersey Department of Health, Office of Tobacco Control, Nutrition & Fitness.

To obtain your copy of the Working Well in New Jersey - Worksite Wellness Toolkit, visit:

nj.gov/health/nutrition/services-support/worksites/



TOBACCO PRODUCT DEFINITION

For purpose of this toolkit, "Tobacco Product" includes: any product containing, made, or derived from tobacco or nicotine that is intended for human consumption whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, Electronic Nicotine Delivery Systems (ENDS), chewing tobacco, pipe tobacco, snuff, including any component, part, or accessory of a tobacco product.¹³



Smoking kills more people than alcohol, AIDS, car crashes, illegal drugs, murders, and suicides combined. Thousands more die from other tobacco-related causes such as fires caused by smoking (more than 1,000 deaths/year nationwide) and smokeless tobacco use. Every year nearly 11,800 New Jersey adults die from their own smoking⁴. This leaves over 7,700 youth who have lost at least one parent to a smoking-related illness⁴. In addition to the health implications, there is also a financial burden that New Jersey residents and employers take on.

HEALTHCARE EXPENDITURES



Annual health care expenditures in New Jersey directly caused by tobacco use⁴



Smoking caused productivity losses in New Jersey⁴



Medicaid costs caused by smoking in New Jersey⁴

Going Tobacco-Free Makes Good Business Sense

Prohibiting smoking and eliminating secondhand smoke in the workplace can improve the health of employees and save companies money by increasing profitability and productivity and lowering absenteeism and maintenance costs. Here are some New Jersey based and national corporations that have enacted corporate tobacco-free and/or smoke-free policies in the workplace⁷:



AT&T
Baskin & Robbins
*CVS Pharmacy
Dunkin' Donuts
General Mills
IBM
Johnson & Johnson
Lowe's Corporation, Inc.

Marriott
Nordstrom
Prudential Financial
*Target Corporation
State Farm Insurance
Starbucks
Taco Bell
Westin Hotels and Resorts

*(does not sell tobacco products)

2006

New Jersey adopted the Smoke-Free Air Act in 2006 to ensure that workers have a safe, smoke-free workplace and that all nonsmokers - including children and senior citizens - can breathe smoke-free air in public places.

Secondhand smoke is a serious health hazard that can lead to illness and premature death in children and non-smoking adults, according to the U.S. Surgeon General. As New Jersey's Smoke-Free Air Act states, it is clearly in the public interest to prohibit smoking in enclosed indoor spaces. Smoking is prohibited in all workplaces, restaurants and bars in the state of New Jersey.

2010

In January, 2010, an amendment was passed, which eliminated the use of electronic smoking devices - "e-cigarettes" - in indoor public places and workplaces. The Senate & General Assembly of New Jersey concluded that, "Electronic smoking devices have not been approved as to safety and efficacy by the federal Food and Drug Administration, and their use may pose a health risk to persons exposed to their smoke or vapor because of a known irritant contained therein and other substances that may, upon evaluation by that agency, be identified as potentially toxic to those inhaling the smoke or vapor".



To obtain a copy of the New Jersey Smoke-Free Air Act, visit:

http://www.nj.gov/health/fhs/tobacco/documents/nj_smokefree_air_act.pdf



Electronic Nicotine Delivery Systems (ENDS)

Also Known As: E-cigarettes, E-cigs, vapes, vape pen, JUUL

Electronic Nicotine Delivery Systems (ENDS) are battery-operated devices designed to deliver nicotine with flavorings and other chemicals to users via an aerosol instead of smoke¹². Instead of burning tobacco, e-cigarettes most often use a battery-powered coil to turn a liquid solution into an aerosol that is inhaled by the user. There is a wide range of reusable e-cigarettes, which enable users to replace a nicotine-containing cartridge or refill a tank with a liquid solution. There are also disposable e-cigarettes, which cannot be refilled, and “mods,” which are units that users assemble themselves from separate component parts, to allow variation in battery power, style, and size⁶.



Federal and State Rulings Regarding Electronic Smoking Devices

In 2016, the FDA finalized a rule extending our regulatory authority to cover all tobacco products, including vaporizers, vape pens, hookah pens, electronic cigarettes (E-Cigarettes), e-pipes, and all other ENDS. The FDA now regulates the manufacturing, importing, packaging, labeling, advertising, promotion, sale, and distribution of ENDS. This includes components and parts of ENDS but excludes accessories. You can visit fda.gov to learn more about the regulations.

In January 2010, an amendment was passed in New Jersey prohibiting the use of electronic smoking devices - “e-cigarettes” - in indoor public places and workplaces and the sale to people 19 years and younger. The amended law became effective March 13, 2010. This was the first state law of its kind in the nation with the New Jersey Senate and Assembly both voting unanimously in favor of the law. In 2017, New Jersey was third in the nation to raise the age of sale to buy tobacco products (including e-cigarettes) from 19 to 21, continuing with their tobacco control efforts.

Why should you include electronic smoking devices in your worksite policy?

The 2016 Surgeon General’s Report calls on states and localities to include e-cigarettes in tobacco-free policies, noting that “To protect the public from both secondhand smoke and secondhand aerosol, smoke-free air policies should be modernized to include e-cigarettes.” The Surgeon General found that including e-cigarettes in tobacco-free policies, “will maintain current standards for clean indoor air, reduce the potential for renormalization of tobacco product use, and prevent involuntary exposure to nicotine and other aerosolized emissions from e-cigarettes”.

Allowing e-cigarette use will undermine enforcement of tobacco-free and smoke-free laws. A lack of enforcement of e-cigarettes in tobacco-free areas may turn back decades of work to create social norms around clean indoor air in public places⁵. Tobacco-Free and Smoke-Free laws are working to improve public health and should not be undermined.

Set up a task force

To get started you should set up a task force to oversee the implementation process. Make sure you include upper management as well as both current smokers and non-smokers to make sure everyone is represented⁸.



Gather Information

Whether it is through a survey method, individual interviews or a needs assessment, it is important to collect baseline data. You want to know how your employees feel about the potential policy changes and learn their concerns⁸.



Write a Policy

Your policy should be clear and simple, including all forms of tobacco as well as nicotine delivery systems. Most importantly, it should include an enforcement component that is consistent with other personnel policies and disciplinary procedures⁸.



Announce the Policy

Several months before the official start date, you should send out a notice via multiple forms of communication (e-mail, office staff meeting, notice board). Train managers on how to handle worker or customer concerns, questions and infractions, if they occur⁸.



Offer Help

Along with giving your employees ample notice of the impending policy change, offer help to employees who want to quit smoking. For ideas like the NJ Quitline & Tobacco Free for a Healthy NJ Quit Centers, see page 17.



Get Ready for the Policy Start Date

Prepare your worksite by posting signage that states the new policy rules, remove ashtrays and replace receptacles for smoking materials at the designated distance outside the entrances (or remove receptacles entirely if you are adopting a tobacco-free property policy) Hold a kick off event on the day the policy starts⁸.



Monitor the Policy

Have a point person in top management who tracks how the policy is going. Managers should report questions, concerns, or infractions to this person⁸.



REDUCE | Cleaning & Maintenance Costs

Cigarette butts are the number one most discarded item in the entire world. They are harmful to our environment, can be the cause of fires, and are an eye-sore to any property. Having a tobacco-free property policy or a designated smoking area can greatly reduce cleaning costs due to litter.

In a survey of cleaning and maintenance costs among 2,000 companies that adopted tobacco-free policies, 60 percent reported reduced expenditures².

REDUCE | Absenteeism

Smoking costs a business an estimated \$1,760 in lost productivity per smoker per year².



Smokers, on average, miss 6.16 days of work per year due to sickness (including smoking related acute and chronic conditions), compared to nonsmokers, who miss 3.86 days of work per year¹⁰.

According to the Center for Disease Control & Prevention, each smoker incurs an estimated \$1,623 in smoking-attributable annual medical expenditures².

LOWER RISK | Fires & Accidental Injuries

Tobacco-Free businesses have negotiated for lower fire and property insurance premiums with some businesses winning reductions of 25-30%⁷.



Smoking materials, including cigarettes, pipes, and cigars, started an estimated 17,200 home structure fires reported to U.S. fire departments in 2014. These fires caused 570 deaths, 1,140 injuries and \$426 million in direct property damage. Smoking materials caused 5%

of reported home fires, 21% of home fire deaths, 10% of home fire injuries, and 6% of the direct property damage⁹.

REDUCE | Potential Legal Liability

Non-smokers harmed by secondhand smoke at work have won lawsuits and disability claims against their employers under a variety of legal remedies.



Nonsmoking employees can receive workers' compensation, unemployment compensation, disability benefits, and other settlements based upon their exposure to secondhand smoke at the worksite. With a tobacco-free policy, disability claims based on secondhand smoke exposure are eliminated⁷.

INCREASE | Employee Health

Everyone benefits when the air is cleared of secondhand smoke—even smokers, some of whom will quit or at least cut back. Workers become healthier, and healthier workers miss less work and are more productive.

A tobacco-free environment helps create a safe and healthy workplace.



A tobacco-free policy can be beneficial for both the user and the non-user. It is important to show your employees that you have everyone's health in mind. Below are some points you can use to show your employees -- smokers & non-smokers -- the benefits of a tobacco-free policy.



\$1890

Annual Amount that Average Adult Smoker would Save by Quitting⁶

\$2840

Annual Savings From Reducing Smoking by One Pack per Day⁶

*numbers based on the average cost of a pack of cigarettes: \$7.79

It is important to understand the difference between smoke-free and tobacco-free worksite policies, as one policy covers more than the other. When it comes to writing this type of policy, language must be clear and comprehensive, as tobacco products are always changing. When it comes to tobacco use, half-measures like designated smoking areas won't get you where you want to go. According to the Surgeon General, there is no safe level of secondhand smoke exposure. Only 100 percent tobacco-free policies fully protect workers' health. Tobacco-free policies also provide the greatest support to tobacco users who are trying to quit.

Smoke-Free vs. Tobacco-Free

Smoke-Free is primarily aimed at benefiting the health of non-smokers by reducing secondhand smoke exposure. Whereas, Tobacco-Free emphasizes the health of all persons, including the smokeless tobacco user.

Tobacco-Free versus Smoke-Free helps eliminate loopholes that might be exposed by the tobacco industry. The tobacco industry has begun marketing products that are both smokeless and spitless (e.g. snus, tablets, lozenges, and lotions), in an effort to gain consumers who cannot smoke in certain places due to smoke-free policies, but are not prohibited from using smokeless forms of tobacco, inadvertently increasing the use of other forms of tobacco. A Tobacco-Free policy eliminates any confusion for staff, clients and visitors about what is or is not allowed on campus/property.



Policy Options

100% Tobacco-Free in all indoor and outdoor areas, including company vehicles. Tobacco users must leave company property to use any tobacco product, including smokeless tobacco and electronic nicotine delivery systems. This is often called a comprehensive tobacco-free campus policy.

100% Smoke-Free in all indoor areas, including company vehicles: Smoking is restricted within a specified distance, typically a minimum of 25 feet, of entrances, windows, and ventilation intakes to prevent smoke from drifting back into the building.

*For purpose of this toolkit, "tobacco product" includes: any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, electronic nicotine delivery system, chewing tobacco, pipe tobacco, snuff, including any component, part, or accessory of a tobacco product¹⁹.

The Dangers of Smoking

- ⚠ Smoking is the leading cause of preventable death. Approximately 480,000 Americans die from smoking annually⁸.
- ⚠ Smoking leads to disease and disability and harms nearly every organ in the body⁸.
- ⚠ The Surgeon General declared that there is no risk-free level of contact with secondhand smoke; even brief exposure can be harmful to health⁸.
- ⚠ Secondhand smoke is a Group A carcinogen. These are substances known to cause cancer in humans¹¹.
- ⚠ Secondhand aerosol from electronic smoking devices such as e-cigarettes and hookah pens is also hazardous¹¹.
- ⚠ The only way to protect one's health from secondhand and thirdhand smoke and aerosol is to eliminate smoking and vaping in all homes, worksites and public places¹¹.

Secondhand Smoke

Also known as environmental tobacco smoke, is a mixture of two forms of smoke that come from burning tobacco¹¹:

Sidestream smoke: smoke from the lighted end of a tobacco product¹¹

Mainstream smoke: smoke exhaled by someone smoking a tobacco product¹¹

Secondhand Aerosol

That which is exhaled by the electronic nicotine delivery system user. Electronic smoking devices (ESDs) do not just emit "harmless water vapor". Secondhand aerosol from ESDs contains nicotine, ultrafine particles and low levels of toxins that are known to cause cancer¹.

Thirdhand Smoke

Consists of the tobacco residue from cigarettes, cigars, and other tobacco products that is left behind after smoking and builds up on surfaces and furnishings¹¹.

Thirdhand Aerosol

Consists of residue from the electronic nicotine delivery system that is left behind after its use and builds up on surfaces and furnishings¹.





As you are getting ready to dive into the specifics of a workplace policy, it is important to consider what options your worksite can include. This section explores the components of a tobacco-free worksite policy. It focuses on three categories: Promoting Quitting, Restricting Tobacco Use at the Workplace and Improving Health Benefits. Following this page, we have established a Good, Better and Best ranking system for potential policies. To be a “BEST” policy you must have all 12 components.

1. Promote Quitting

- a. Promote free tobacco cessation counseling and provide educational materials to raise awareness of the effects of tobacco use (see handouts).
- b. Develop a systematic referral system to New Jersey cessation resources such as NJ Quitline, NJ Quit Centers and Mom’s Quit Connection.
- c. Provide incentives for being a current non-user of tobacco and for current tobacco users who are involved in a cessation class or actively quitting.

2. Restricting Tobacco Use at the Workplace

- a. Comply with State clean indoor air law, i.e. 100% smoke-free indoors and no wafting of smoke into entrances.
- b. Have a written policy prohibiting tobacco use at the worksite.
- c. Actively enforce a written policy banning tobacco use. Display signs (including no smoking signs) with information about the tobacco-use policy.
- d. Smoking restrictions that go beyond State law.
 - i. Required distance from entrances
 - ii. Outdoor smoking restricted to designated areas only
 - iii. Tobacco-free campus (100% Tobacco-Free Policy)

3. Improving Health Benefits

- a. Analysis of health insurance benefits for coverage of effective tobacco dependence treatment and/or prescription or over-the-counter medications.
- b. Inform employees about health insurance coverage or programs that include tobacco cessation medication and counseling.
- c. Provide health insurance coverage with no or low out-of-pocket costs for prescription tobacco cessation medications including nicotine replacement.
- d. Provide subsidized tobacco cessation counseling.

**This sample policy complies with New Jersey's Smoke-Free Air Act of 2006.**

(Insert worksite name here) is dedicated to providing a healthy and productive work environment. As required by law (N.J.S.A. 26:3D-55), it will be our policy to provide a tobacco-free worksite, effective (insert date). This policy applies to all employees, clients, contractors, vendors and visitors. (2b) The New Jersey Smoke-Free Air Act applies to all enclosed areas of business facilities in New Jersey where employees perform work and for which the employer is responsible. (2a)

In 2006, the Surgeon General reported that “scientific evidence indicates that there is no risk-free level of exposure to secondhand smoke.” The management of (insert worksite here) is dedicated to promoting health and wellness and recognizes that tobacco is an extremely addictive substance. This worksite will provide education on the impact of tobacco use with the purpose of raising awareness of the effects of tobacco use. This worksite will promote the use of all available resources, including the New Jersey Quitline (1-866-657-8677) and Tobacco Free for a Healthy NJ Quit Centers to assist those tobacco users who wish to cease their use of such products. (1a)

(Insert worksite here) will conduct an analysis of health insurance benefits for coverage of effective tobacco dependence treatment and/or prescription or over-the-counter medications. This policy is being posted and copies are being made available to anyone who requests one. This policy will be supervised by the management of (insert worksite name here) in accordance with New Jersey State law. (3a)

Effective (insert date), smoking and the use of any tobacco products are prohibited in:

- All enclosed areas where work is performed, as well as in all rest rooms, all meeting rooms, all lunch rooms and all private offices
- All employer-owned and all employer-leased vehicles used by employees.
- All employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons.

Smoking and the use of any tobacco products is only allowed outdoors.



This sample policy complies with New Jersey's Smoke-Free Air Act of 2006.

(Insert worksite name here) is dedicated to providing a healthy and productive work environment. As required by law (N.J.S.A. 26:3D-55), it will be our policy to provide a tobacco-free worksite, effective (insert date). This policy applies to all employees, clients, contractors, vendors and visitors. (2b) The New Jersey Smoke-Free Air Act applies to all enclosed areas of business facilities in New Jersey where employees perform work and for which the employer is responsible. (2a)

In 2006, the Surgeon General reported that “scientific evidence indicates that there is no risk-free level of exposure to secondhand smoke.” The management of (insert worksite here) is dedicated to promoting health and wellness and recognizes that tobacco is an extremely addictive substance. This worksite will provide education on the impact of tobacco use with the purpose of raising awareness of the effects of tobacco use. This worksite will promote the use of all available resources, including the New Jersey Quitline (1-866-657-8677) and Tobacco Free for a Healthy NJ Quit Centers to assist those tobacco users who wish to cease their use of such products and will develop a systematic referral system to New Jersey cessation resources. (1a, 1b)

(Insert worksite here) will conduct an analysis of health insurance benefits for coverage of effective tobacco dependence treatment and/or prescription or over-the-counter medications. Employees will be informed about health insurance coverage and programs that include tobacco cessation medication and counseling. Health insurance coverage will be provided for prescription tobacco cessation medication and counseling at no or low out-of-pocket costs. (3a, 3b,3c)

This policy is being posted and copies are being made available to anyone who requests one. This policy will be supervised by the management of (insert worksite name here) in accordance with New Jersey State law. Signs will be displayed, including no smoking or tobacco use signs with information about the worksite policy. (2c)

Effective (insert date), smoking and the use of any tobacco products are prohibited in:

- All enclosed areas where work is performed, as well as in all rest rooms, all meeting rooms, all lunch rooms and all private offices
- All employer-owned and all employer-leased vehicles used by employees.
- All employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons.

Smoking and the use of any tobacco products is only allowed outdoors. Smoking and the use of any tobacco products can only occur in designated smoking/tobacco use areas that are at least 25 feet from any worksite entryway, vent, window or doorway. Smoking and the use of any tobacco product is never allowed in any location that allows smoke to circulate back into the building. (2di, 2dii)



This policy complies with New Jersey's Smoke-Free Air Act of 2006.

(Insert worksite name here) is dedicated to providing a healthy and productive work environment. As required by law (N.J.S.A. 26:3D-55), it will be our policy to provide a tobacco-free worksite, effective (insert date). This policy applies to all employees, clients, contractors, vendors and visitors. (2b) The New Jersey Smoke-Free Air Act applies to all enclosed areas of business facilities in New Jersey where employees perform work and for which the employer is responsible. (2a)

In 2006, the Surgeon General reported that “scientific evidence indicates that there is no risk-free level of exposure to secondhand smoke.” The management of (insert worksite here) is dedicated to promoting health and wellness and recognizes that tobacco is an extremely addictive substance. This worksite will provide education on the impact of tobacco use with the purpose of raising awareness of the effects of tobacco use. This worksite will promote the use of all available resources, including the New Jersey Quitline (1-866-657-8677) and Tobacco Free for a Healthy NJ Quit Centers to assist those tobacco users who wish to cease their use of such products and will develop a systematic referral system to New Jersey cessation resources. (1a, 1b)

(Insert worksite here) will conduct an analysis of health insurance benefits for coverage of effective tobacco dependence treatment and/or prescription or over-the-counter medications. Employees will be informed about health insurance coverage and programs that include tobacco cessation medication and counseling. Employees will be offered subsidized tobacco cessation counseling. (3a, 3b, 3d)

This policy is being posted and copies are being made available to anyone who requests one. This policy will be supervised by the management of (insert worksite name here) in accordance with New Jersey State law. Signs will be displayed, including no smoking signs with information about the worksite policy. (2c)

Effective (insert date), smoking and use of any tobacco products are prohibited in:

- All enclosed areas where work is performed, including rest rooms, meeting rooms, lunch rooms & private offices
- All employer-owned and all employer-leased vehicles used by employees.
- All employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons.

(Worksite name) will be designated as 100% Tobacco-Free campus. (2diii). The Tobacco-Free Policy applies to all _____ [Name of Worksite] facilities, property, and vehicles. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, all offices, hallways, waiting rooms, restrooms, meeting rooms and common areas. Smoking and the use of tobacco products shall also be prohibited outdoors on all _____ [Worksite name] property, including, but not limited to, parking lots and break areas. This policy applies to all employees, customers and visitors.



Below is a Checklist to follow as you implement your new Tobacco-Free Worksite Policy

Six months from the date you want to go tobacco free:

- _____ Organize a committee to explore the impact of going tobacco free on the company.
- _____ Review all insurance benefits and insurance support offered to employees.
- _____ Consider Unions (if applicable).
- _____ Pick a tentative policy implementation date.

Five months from the date you want to go tobacco-free:

- _____ Begin to recruit participants for a task force.
- _____ Decide what employees should be part of an management/employee committee.
- _____ Invitations sent out to employees to join committee.
- _____ Select final policy implementation date.

Four months from the date you want to go tobacco-free:

- _____ Meet regularly as a task force.
- _____ As a committee explore the impact this will have on employees.
- _____ Make presentations on the benefits and reasons for this change.
- _____ Announce tobacco-free workplace campaign.
- _____ Begin posting flyers and posters to educated employees about the need to be tobacco-free.
- _____ Gather input from employees.

Three months from the date you want to go tobacco-free:

- _____ Draft a tobacco-free policy and communicate to employees about the new policy.
- _____ Be open to any policy revisions that need to be made after input is received.
- _____ Continue to post tobacco- free/cessation information for employees.
- _____ Sign up any interested employees for cessation presentations.

Two months from the date you want to go tobacco-free:

- ☐ Print and post the tobacco-free policy, highlight the implementation date.
- ☐ Continue to promote tobacco cessation resources.
- ☐ Provide a "Lunch and Learn" for interested employees.

One month from the date you want to go tobacco-free:

- ☐ Continue the tobacco free campaign by providing information about cessation services.
- ☐ Provide on-site cessation classes if possible.

Day before Implementation:

- ☐ Put up prominent tobacco-free signage.
- ☐ Remove all ashtrays.

Day of Implementation:

- ☐ Implement and enforce the policy.
- ☐ Celebrate being tobacco-free.

One Month after tobacco-free policy implementation:

- ☐ Follow up with employees and evaluate the success of your tobacco-free policy.
- ☐ Continue to promote tobacco cessation resources.
- ☐ Be positive with all employees.
- ☐ Enforce the policy consistently.

New Jersey Resources

Free smoking cessation services are available to qualified adults in New Jersey. The services are sponsored by the New Jersey Department of Health. In addition to free services, there are privately funded cessation services available. Visit www.njquitline.org/treatment.html for a list of privately funded cessation services.

NEW JERSEY QUITLINESM I-866-NJ-STOPS

NJ Quitline

Participants of NJ Quitline may qualify for a two-week supply of FDA-approved nicotine patches to help them quit smoking, while supplies last. The NJ Quitline is designed for smokers who have decided it's time to quit. When you're ready to quit, call the NJ Quitline. You will speak to a highly trained Quit Coach who has years of counseling experience. They will listen - without judgment - and talk to you about why you want to quit, what makes quitting most difficult for you, your smoking history, your smoking triggers and a plan for dealing with them, deciding upon and preparing for a quit day and how to avoid slips and relapse.

Visit njquitline.org to learn more, or call 1-866-657-8677.

Mom's Quit ConnectionSM

Mom's Quit Connection (MQC) provides free, one-on-one counseling for pregnant, postpartum women and mothers of young children who want to quit smoking. A qualified Quit Coach works with you one-on-one to help you start thinking about quitting smoking and create your individual quit plan. Quit Coaches are available to meet with you, at your convenience face-to-face or by phone. MQC also offers small rewards to help you celebrate your achievements and success throughout every step of your journey.

Visit momsquit.com to learn more, or call 1-888-545-5191



New Jersey residents now have access to Quit Centers across the state through individual and group counseling. These Quit Centers provide residents with the resources to stop or reduce their use of tobacco products. The Quit Centers service multiple counties throughout the state.

Visit TobaccoFreeNJ.com/quit-smoking to learn more.

It is important to post your written tobacco-use policy in a visible location, where all employees can reference it. It should also be included in the employee manual. Communicating your new policy on multiple platforms will ensure that you reach all employees with a clear and concise message. By posting your written tobacco-use policy, providing copies to any employee who requests them, and by supervising the policy as required by New Jersey Law, you have taken a big step in creating a healthier workplace for all.

Your Policy and What Happens When the Policy is Violated:

Within your policy, you should determine who will be responsible for enforcement and make sure they have the full authority to maintain compliance. A well-written policy should be very clear on the consequences for violating the policy. Consequences should be similar to those for violations of similar types of organizational policies. Employees benefit from continual reminders of the policy, consequences for violating the policy, and available resources to help them quit using tobacco.

Enforcement Tip

Make sure to post adequate signage to help your employees as well as visitors follow the policy. The sign pictured to the right, is available online at WorkingWellTFNJ.com.

If you would like to make an anonymous request for investigation, you can do so by contacting your local health agency. You can find out which local health agency would have jurisdiction by searching the list of local health agencies available at state.nj.us/health/lh/community/index.shtml#1, or by calling (609) 292-4993.



Why is a Tobacco-Free worksite important?

Having a tobacco-free worksite encourages employees to quit. It reduces smokers and non-smokers' exposure to secondhand smoke. It is important to remember, tobacco in all forms (smoking, smokeless and secondhand smoke) can affect the health of everyone. Being tobacco-free helps the employer create a safer and healthier workplace. Tobacco-free policies save costs associated with absenteeism, smoke breaks, life insurance and health care.

Does an employer have the authority to implement a tobacco-free policy?

Employers are free to set policies and implement restrictions that are necessary to provide a safe and healthy working environment. The courts have consistently upheld the constitutionality of policies that restrict or prohibit tobacco use at the worksite.

Why should the tobacco policy cover additional products?

There is no safe tobacco product. Electronic smoking devices are included in the New Jersey Smoke-Free Air Act and should be included in your policy. Although tobacco products such as smokeless tobacco do not give off secondhand smoke, it involves spitting and is unsanitary and a possible vehicle for disease.

Will this policy affect Customers to Company Services?

For the health and safety of all employees, customers and visitors, the policy should apply to all that are on the grounds of the company. Posting clear signage encourages compliance with the policy.

Do People have “the right” to use tobacco?

Tobacco-Free policies do not restrict people from using these products. They simply restrict their use at the worksite. Secondhand smoke policies respect the basic right to breathe smoke-free air for smokers and nonsmokers alike. An employer has a responsibility to provide a safe and healthy worksite.

Do tobacco-free policies infringe on a person's private decision?

Due to the nature of secondhand smoke, this does not adequately protect nonsmokers. A policy keeps nonsmokers from being involuntarily exposed. An employer has a responsibility to provide a safe and healthy worksite for employees and visitors. There are certain areas that nonsmokers cannot avoid, such as public entrances.

Instead of a policy, shouldn't nonsmokers just choose not to come around smokers?

According to research on secondhand smoke, particle concentrations in outdoor settings in some cases can be comparable to those in indoor settings. Exposure to secondhand smoke outdoors can adversely affect the health of persons with respiratory illnesses.

What's wrong with smoking outside? Doesn't the air dilute the smoke?

In order for everyone to enjoy a healthy environment while working or visiting our company, smoking and tobacco use are not allowed.

Below is a list of events in which people across the country and the nation raise awareness of the dangers of smoking and exposure to secondhand smoke. On these days, it would be a great opportunity for management to send out a reminder of your tobacco-free policy as well as promote quitting. Consider drafting an e-mail or bulletin post for each of these days in advance, so they can be posted in a timely fashion.

Kick Butts Day

Date changes each year
kickbuttsday.org



Kick Butts Day is a national day of activism organized by Campaign for Tobacco Free Kids that empowers youth to stand out, speak up and seize control against Big Tobacco. Groups across the nation plan activities that highlight tobacco's toll and raise awareness of the tobacco problem in their community. On Kick Butts Day, teachers, youth leaders and health advocates organize events to raise awareness of the problem of tobacco use in their state or community, encourage youth to reject the tobacco industry's deceptive marketing and stay tobacco-free and urge elected officials to take action to protect kids from tobacco. This is a great way for you business to get involved with the community and youth to show your support for a healthier generation.

World No Tobacco Day

May 31st
who.int/tobacco/wntd

Every year on May 31st, the World Health Organization (WHO) and partners mark World No Tobacco Day (WNTD), highlighting the health and additional risks associated with tobacco use, and advocating for effective policies to reduce tobacco consumption. It is intended to encourage a 24-hour period of abstinence from all forms of tobacco consumption around the globe. This is another great day for management to send a notice of your tobacco-free policy and promote quitting.

**Great American Smokeout**

Third Thursday of November
cancer.org

The Great American Smokeout (GASO) is an annual intervention event on the third Thursday of November created by the American Cancer Society. This event challenges people to quit on the day of the event or use the day to make a plan to quit. You can promote quitting by encouraging your employees who smoke, to use the date to make a plan to quit, or plan in advance and then quit smoking that day.

Sample Announcement to Employees

Dear Employees,

More than 400,000 People in the United States die each year from smoking related illnesses such as heart disease, lung cancer and emphysema. Of those 400,000 deaths each year, nearly a quarter are victims of secondhand smoke, like babies dying due to Sudden Infant Death Syndrome (SIDS), or nonsmokers dying of heart disease. According to the Surgeon General, there is no safe level of exposure to secondhand smoke. Smoking is the single greatest cause of preventable death and disease in the United States. (insert worksite name here) is committed to providing all of our employees and visitors with a healthy and safe environment.

In order to address this important issue (insert worksite name here) will be implementing a Tobacco-Free Policy effective (insert date) to provide a healthier and safer work environment for everyone. This policy will prohibit all tobacco use from all entrances and on all company owned property (e.g. office buildings, parking lots and outdoor areas). This includes the use of pipes, cigars, cigarettes, chew, snus (spitless tobacco), electronic smoking devices and other novel tobacco products. This policy applies to all management, employees, (choose which best fits for you worksite: clients, contractors, vendors, customers) and visitors. While tobacco use is an individual choice, together we have shared the responsibility to ensure a healthier worksite for everyone.

For those of you who want to quit using tobacco, we would like to offer the NJ Quitline as well as the Tobacco Free for a Healthy NJ Quit Centers as free resource. NJ Quitline is a free telephone-counseling service for smokers who are ready to stop. Call today and speak with your own quit coach. No matter which quit method you choose the Quitline can more than double your chances for success.

You can dial 1-866-NJ-STOPS, visit njquitline.org OR tobaccofreenj.com/quit-smoking to take the next step to a healthier future.

**NEW JERSEY
QUITLINESM
I-866-NJ-STOPS**



TOBACCO FREE FOR A HEALTHY NJ
QUIT CENTERS

This policy is not intended to be a punishment to tobacco users and should not be viewed in this way. Instead, it should be seen as a benefit to all employees who deserve to work in a safe, clean and healthy environment. Please find attached a copy of the tobacco-free policy. I would like to encourage you to read this thoroughly to familiarize yourself with (insert worksite name here) tobacco-free stance. If you have any questions regarding the policy please direct these to (insert name).

Sincerely,
(insert signature/name/title)

70 WAYS TO MAKE YOUR BUSINESS HEALTHIER

Running a small business is hard; the cost of business keeps rising, and it seems like the profit margin keeps shrinking. We know you're always looking for new ways to improve and get the best return on investment, and we have something that might help. Your employees are your most important resource. Help them to be healthier, happier and more productive. Here are a few suggestions to get you started. Some of them are simple and easy to start; some of them require more resources. But all of them will make workplace wellness an important part of your successful business plan.



PROMOTING AND ADVERTISING HEALTH INFORMATION

1. Provide health education information through newsletters, publications, websites, email, and other company communications.
2. Start a Lending Library to share wellness content, like recipes, workouts, and general tips.
3. Join the Rutgers University *Get Moving-Get Healthy* initiative that sends weekly newsletters to employees.
4. Post nutritional information near areas where employees tend to eat, to encourage healthy eating.
5. Hang a bulletin board just for wellness activities, post a daily challenge for your employees.
6. Send health texts to mobile employees or encourage them to download apps like Fooducate to track your healthy eating habits.
7. \$ Supply fitness and/or health magazines in break rooms
8. \$ Add encouraging signs to your office space, like artwork with inspirational or motivational quotes.

SOCIAL AND EMOTIONAL WELLNESS

1. Praise employees on accomplishments to promote self-worth, boost morale, and provide purpose.
2. Provide opportunities for community engagement and social connectedness, like a potluck lunch day, a staff outing to a ballgame, or participation in a team building recreational event.
3. Institute a drug-free workplace policy.
4. Provide an Employee Assistance Program (EAP) or identify a local counselor to provide support to employees in need.

HEALTH AND WELLNESS

1. Establish a representative committee or wellness committee that meets at least once a month to oversee a worksite wellness program.
2. Offer regular health education presentations on various physical activity, nutrition, and wellness-related topics. Ask voluntary health associations, health care providers, and/or public health agencies to offer free, onsite education classes.
3. Provide confidential health risk assessments.
4. Designate specific areas in your office or facility to support employees such as diabetics and nursing mothers.
5. During flu season, provide your employees with a list of places that provide flu shots in your area.
6. \$ Offer preventive wellness screenings for blood pressure, body composition, blood cholesterol, and diabetes.
7. \$ Supply the office with disinfecting products to keep the workspace as clean as possible to prevent the spread of communicable illnesses.
8. \$ Have a worksite budget for employee health promotion that includes some funds for programming and/or a portion of a salary for a coordinator.



NUTRITION

1. Increase healthy food options when food is offered.
2. Ensure contracts with vending machine vendors states that the healthy options are equal to, or less than, the price of the other items.
3. Label healthy options in the vending machines so employees are able to easily choose healthier items.
4. Encourage employees to drink water instead of soda or beverages with a lot of sugar to reduce their caloric intake and help manage their weight. To help accomplish this, implement a policy to only have non-sugar sweetened beverages at company events (such as staff meetings) or limit or eliminate soda vending machines.
5. Provide employees with access to clean drinking water, to refill their reusable water bottles.
6. Have a healthy employee potluck to share healthy recipes and interact with co-workers.
7. Offer on-site weight management/maintenance programs for employees.
8. Incorporate a themed day of the month or week such as meatless Monday by eating things like tofu, beans, or quinoa. A vegetarian diet can lower rates of heart disease and colorectal cancer.

PHYSICAL ACTIVITY

1. Start a walking club for your employees. Invite other businesses near yours to join the walking club.
2. Provide a discount or a coupon to local gyms to encourage employees to join. Investigate health benefits that might be provided by your insurance, and highlight any discounts provided.
3. Use meeting room to provide an exercise class once a week/month.
4. Put the line of a riddle at the top of each staircase, with the top most level being the answer, to motivate employees to take the stairs.
5. Start at the bottom floor, and give each stair a number so that users can easily track their progress.
6. Map out on-site trails or nearby walking routes for your employees.
7. Offer flexible work hours to allow for physical activity during the day.
8. Create a company sports team, and enter a sports league to promote physical activity.
9. Implement incentive-based programs to encourage physical activity, such as pedometer walking challenges.
10. Establish a themed day in a month or week, such as wear sneaker day or dress down day to encourage employees to walk more.
11. **\$** Provide a safe area outside (e.g., through lighting, signage, crime watch) or a walking path on or near the building property to allow constituents and employees to walk or be physically active.
12. **\$** Create a theme, and decorate workplace stairwells to make employees feel like they are transported to a relaxing environment (e.g., Hawaiian beach or tropical rainforest).
13. **\$** Add carpet or rubber treads to make the stairs safer and more inviting.
14. **\$** Use creative lighting to the stairwell (e.g., track lighting, incandescent lighting, or halogen lighting).
15. **\$** Offer standing desk stations for employees.
16. **\$** Offer free pedometers to employees.
17. **\$** Provide a bike rack to encourage employees to ride a bike to work.
18. **\$** Provide an on-site exercise facility or a space for organized sports such as volleyball, basketball, ping pong, etc.

TOBACCO

1. Establish clear markings for the distances required to comply with state law regarding smoking near a doorway or window. NJ GASP suggests a minimum of 50 feet from all entrances, exits, windows and vents.
2. Make the switch to a 100% smoke free business, by implementing an outdoor smoking ban.
3. Display signs (including 'no smoking' signs) with information about the tobacco-use policy for your business.
4. Refer tobacco users to NJ's tobacco cessation resources: NJ Quitline 1-866-657-8677 or www.njqitline.org.

NUTRITION (CONTINUED)

9. Set policy that requires healthy food options at meetings and events:
 - a. Provide whole grain products like whole wheat or multi-grain breads, bagels, rolls and muffins, brown rice, or whole grain cereals.
 - b. Serve foods low in sodium, like unsalted pretzels, salads, air popped popcorn, and entrées cooked with spices and herbs instead of salt.
 - c. Offer fruits or yogurt for dessert instead of pastries, or replace half of a serving tray of pastries with a fruit tray.
 - d. Offer smaller portions (for example, whole grain mini-muffins and mini-bagels).
10. **\$** Invest in coupons for local Farmer's Market to encourage employees to purchase fresh fruits and vegetables.
11. **\$** Provide employees with a refillable water bottle to encourage them to stay hydrated.
12. **\$** Provide employees with food preparation and storage facilities.
13. **\$** Consider providing fresh fruit in your office through use of a community supported agriculture program or other delivery service.
14. **\$** Incorporate plants throughout the workspace to improve air quality. Plants can absorb volatile organic compounds (VOCs) like ammonia and benzene, which are found in many offices.



Actions for Employees

1. Relieve stress by listening to your favorite music while you work or during your lunch break.
2. Start each day, sharing a funny joke, video, article, etc. to lighten the mood and laugh with your co-workers.
3. If you use public transportation, use your commute to read a book, magazine or newspaper. Listen to music or an audio book. Meditate. Or take a restorative nap.
4. Take the stairs instead of the elevator to increase the amount of steps you take per day.
5. Park your car further than usual to increase your walking distance. The further you park the more physical activity you will have for the day.
6. If you take public transportation, get off one stop early and walk the rest.
7. Print to the farthest printer in your office. Try printing one floor up or one floor down and take the stairs.
8. Consider having meetings on the move in place of sitting meetings. Walk and talk or stand while you are on the phone to achieve your physical activity.
9. Encourage 5-10 minutes of stretching or an activity before or during a long meeting.
10. Sit on an exercise ball instead of a desk chair to work on your core muscles.
11. Keep small weights by your desk, and use them 3 to 4 times a day.
12. To make drinking water more enjoyable, add fruit slices. Lemons, oranges, and cucumbers add great natural flavors to water.
13. Brown bag it! Pack a healthy lunch and nutritious snacks the night before, to avoid forgetting lunch if you are running late in the morning.
14. Shop at local farmer's markets to increase their intake of fruits and vegetables.

\$ - Icon indicates that a cost is or may be associated with action.

American Heart Association

heart.org

The American Heart Association is the nation's oldest and largest voluntary organization dedicated to fighting heart disease and stroke. To improve the lives of all Americans, they provide public health education in a variety of ways. They help people understand the importance of healthy lifestyle choices. They provide science-based treatment guidelines to healthcare professionals to help them provide quality care to their patients. They educate lawmakers, policymakers and the public as we advocate for changes to protect and improve the health of our communities.

American Lung Association

lung.org

The American Lung Association is the leading organization working to save lives by improving lung health and preventing lung disease, through research, education and advocacy. Their work is focused on five strategic imperatives: to defeat lung cancer; to improve the air we breathe; to reduce the burden of lung disease on individuals and their families; to eliminate tobacco use and tobacco-related diseases; and to accelerate fundraising and enhance organizational effectiveness to support the urgency of our mission.

American Nonsmokers' Rights Foundation

no-smoke.org

The American Nonsmokers' Rights Foundation (ANR Foundation), is a non-lobbying, educational nonprofit organization (501 (c) 3), which creates comprehensive programs for youth of all ages on issues of smoking prevention, the benefits of smoke-free air, and the right to breathe smoke-free air. It provides educational resources for schools, health departments, medical organizations, and others interested in the issues surrounding smoking and secondhand smoke. Our goals are to raise a smoke-free generation that rejects tobacco use and tobacco industry manipulation and interference tactics, and to educate the community about the health effects of secondhand smoke and the benefits of smoke-free environments.

Campaign for Tobacco Free Kids

tobaccofreekids.org

The Campaign for Tobacco-Free Kids is the leading advocacy organization working to reduce tobacco use and its deadly consequences in the United States and around the world. Through strategic communications and policy advocacy campaigns, we promote the adoption of proven solutions that are most effective at reducing tobacco use and save the most lives.

Tobacco Control Legal Consortium

publichealthlawcenter.org

The Tobacco Control Legal Consortium is America's award-winning legal network for tobacco control policy. Drawing on experts in its eight affiliated legal centers, the Consortium works to assist communities with tobacco law-related issues, ranging from smoke-free policies to tobacco control funding laws to regulation of flavored cigarettes.

- ¹ Americans For Nonsmokers' Rights. Electronic Smoking Devices and Secondhand Aerosol. 2016. Accessed March 21, 2018. <http://no-smoke.org/pdf/ecigarette-secondhand-aerosol.pdf>
- ² Americans For Nonsmokers' Rights. Business Costs in Smoke-filled Environments. 2008. Accessed March 12, 2018. no-smoke.org/pdf/businesscosts.pdf
- ³ Ann Boonn. Tobacco Free Kids Campaign. Immediate Smoker Savings From Quitting in Each State. January 10, 2018. Accessed March 16, 2018. <https://www.tobaccofreekids.org/assets/factsheets/0337.pdf>
- ⁴ Campaign for Tobacco Free Kids. The Toll of Tobacco in New Jersey. November 12, 2017. Accessed March 15, 2018. https://www.tobaccofreekids.org/problem/toll-us/new_jersey
- ⁵ Campaign for Tobacco Free Kids. Electronic Cigarettes Should Be Included In Smoke-Free Laws. March 8, 2018. Accessed March 16, 2018. <https://www.tobaccofreekids.org/assets/factsheets/0387.pdf>
- ⁶ Campaign for Tobacco Free Kids. Electronic Cigarettes: An Overview of Key Issues. October 4, 2017. Accessed March 16, 2018. <https://www.global.tobaccofreekids.org/assets/factsheets/0379.pdf>
- ⁷ Centers for Disease Control and Prevention. Save Lives, Save Money: Make Your Business Smoke-Free., June 2006. https://www.cdc.gov/tobacco/basic_information/secondhand_smoke/guides/business/pdfs/save_lives_save_money.pdf
- ⁸ Centers for Disease Control and Prevention. Smoking & Tobacco Use: Fast Facts. February 20, 2018. Accessed March 19, 2018. https://www.cdc.gov/tobacco/data_statistics/fact_sheets/fast_facts/index.htm
- ⁹ Hall Jr., John R. The Smoking-Material Fire Problem. July 2013. <https://www.nfpa.org/-/media/Files/News-and-Research/Fire-statistics/Major-Causes/ossmoking.ashx?la=en>
- ¹⁰ Halpern, M.T.; Shikiar, R.; Rentz, A.M.; Khan, Z.M., "Impact of smoking status on workplace absenteeism and productivity," Tobacco Control 10(3): 233-238, September 2001.
- ¹¹ National Cancer Institute. Secondhand Smoke and Cancer. January 12, 2011. Accessed March 20, 2018. <https://www.cancer.gov/about-cancer/causes-prevention/risk/tobacco/second-hand-smoke-fact-sheet>
- ¹² National Institute on Drug Abuse. What are Electronic Cigarettes?. Revised March 2018. Accessed March 16, 2018. <https://www.drugabuse.gov/publications/drugfacts/electronic-cigarettes-e-cigarettes>
- ¹³ Tobacco Control Legal Consortium: Public Health Law Center. E-Cigarette Regulations - California. 2017. Accessed March 21, 2018. <http://www.publichealthlawcenter.org/resources/us-e-cigarette-regulations-50-state-review/ca>

Tobacco-Free workplaces are just one component to a comprehensive Worksite Wellness Program. If you are interested in receiving the New Jersey Department of Health's Worksite Wellness toolkit - "Working Well in New Jersey", please fill out the information below and send it to info@njpn.org. OR visit nj.gov/health/nutrition/services-support/worksites/

Contact Information

Your Name / Title _____

Company Name _____

Address _____

Municipality _____

County _____

ZIP/Postal Code _____

Your Company Email Address _____

About how many employees does your company have? _____



Please answer a few questions about existing supports for physical activity at your company.

In the last twelve months, did your company:

- ☐ Provide any environmental supports for recreation or physical activity (e.g. onsite exercise facilities; subsidized memberships to off-site exercise facilities; organized individual or group physical activity programs like employee walking clubs or sports teams)?
- ☐ Display signage at elevators, stairwell entrances and exits, and other key locations to encourage employees to use the stairs?
- ☐ We do not currently have any physical activity promotion strategies
- ☐ We use another physical activity promotion strategy not listed above (please specify)



Tobacco Free for a Healthy NJ (TFHNJ) has been tasked with providing technical assistance to employers interested in making their business tobacco-free. Please do not hesitate to contact us for technical assistance as well as FREE resources, including signage. Below are the three regional coordinators of TFHNJ.

Elise McGaughan

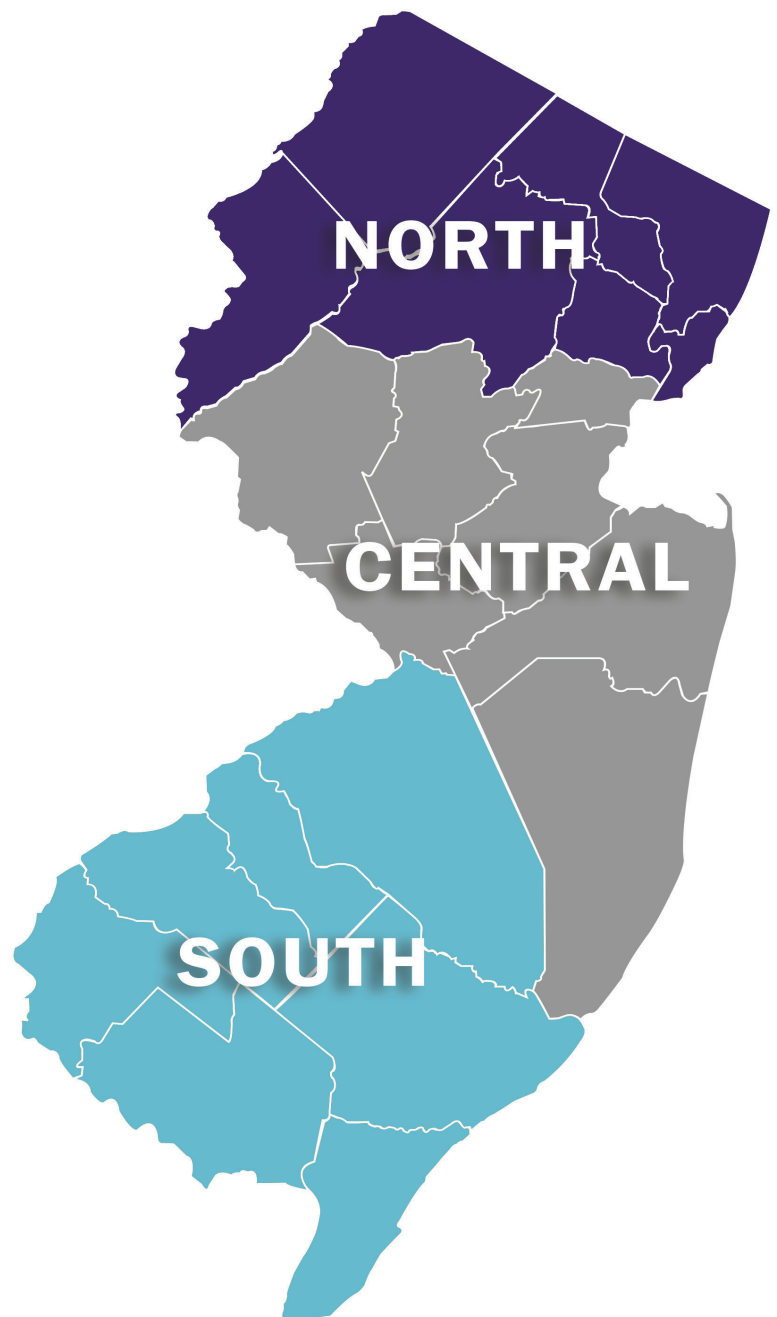
Northern Regional Coordinator
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Jackie Grimaldi

Statewide & Central Regional Coordinator
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Ashley Hulek

Southern Regional Coordinator
Atlantic Prevention Resources
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Absecon | NJ 08221
P | 609.272.0101
E | ahulek@atlprev.org



We want to hear from YOU!



Thank you for your interest in developing a smoke-free worksite. We commend you on your decision to make your business 100% tobacco-free. Mail in the postcard below to receive FREE resources for your worksite. This includes FREE signage!

WORKING WELL TOBACCO FREE

A Program of the NJ Department of Health

Visit **tobaccofreenj.com** for more tobacco prevention resources.

