

Addressing Tobacco-Free Compliance with an EMPLOYEE – A Supervisor’s Guide

It is the responsibility of a university employee to comply with the tobacco-free policy. If an employee is non-compliant, the supervisor has a responsibility to speak with the employee and encourage compliance. Supervisors are encouraged to emphasize the wellness aspects of the policy and ask if the employee is interested in any assistance in adapting to the policy or obtaining cessation resources.

The following is a guide for the conversation:

1. Ask to speak privately with the employee.
2. State clearly the observed or reported behavior and the impact such as the effect on others.
3. Remind the employee about the tobacco-free policy and offer ways of finding out more about the policy, such as our new tobacco-free website, www.ohio.edu/tobacco-free.
4. Ask the employee for his thoughts on what you have said. Listen to his perceptions.
5. Engage in a conversation remembering to be respectful even if you don't like the behavior. A conversation needs more than one voice, and the individual may want to ask questions or share some of his story.
6. Cessation or modification support is always an option. If the employee shares that he is interested in assistance adapting to the policy or in cessation resources, please review resources available at the tobacco-free website.

Please consult with management or Human Resources should you need further assistance in addressing compliance with an employee.