



## Faculty/Staff Toolkit

### Overview

Michigan State University strives to enhance the general health and well-being of students, faculty, staff and visitors in support of our healthy campus initiative. We support individuals being tobacco-free and achieving their highest state of health and sending students into their careers at a high level of health and well-being. To demonstrate this commitment, we are adopting a policy that prohibits the use of tobacco, including electronic smoking devices, on all university owned, operated, or leased property, including vehicles. Tobacco use, including electronic smoking devices, is also prohibited in personal vehicles parked or driven on university owned, operated, or leased property.

One frequently asked question is how the policy will be enforced. MSU strives to create a culture that encourages compliance by promoting and supporting a healthy environment. MSU faculty/staff, when confronted with policy violations, should strive to be diplomatic and respectful of all members of our campus community, including tobacco users. Faculty/staff should use this toolkit for guidance on how to support this change and navigate challenges to this policy.

### Your Role

As a faculty/staff member, you are a strategic partner in implementing this policy. Consistency in communicating about the policy is essential to the success of the Tobacco-Free MSU initiative.

1. **Be Informed:** Educate yourself on the tobacco-free [ordinance](#).
2. **Communicate:** Share information about the tobacco-free [ordinance](#) with your peers.
3. **Be aware of available resources:** Know where you can find information related to the [ordinance](#), [tobacco/nicotine cessation resources](#), access to nicotine replacement therapies as well as stress management, nutrition and fitness resources.



### **Additional Policy Information**

- Review the [Tobacco-Free MSU website](#).
- For general policy questions, contact the [Office of the University Physician](#).
- For questions about violations, contact your supervisor or HR representative.
- If you notice recurrent tobacco use near a building entrance or parking area/structure, you may anonymously report it to the Office of the University Physician using the "Report Tobacco Use" form at <http://tobaccofree.msu.edu/>. The office will coordinate assessment for adequate signage and track recurrent tobacco use at the same location.

### **Tobacco Cessation Resources**

- [Tobacco-Free MSU website](#)
- [Office of the University Physician Health4U Program](#)
- [Office of the University Physician Employee Assistance Program\(EAP\)](#)

### **Approaching Someone who is Using Tobacco**

It is the intent of this ordinance that enforcement will be achieved primarily through education, awareness, and a spirit of cooperation. If you encounter anyone using a tobacco product or electronic cigarette on campus grounds, remember to be courteous and respectful.

- Assume the person is not aware of the policy.
- Be polite and friendly.
- Explain the use of tobacco products is not permitted on any university owned, operated or leased property, including vehicles. Tobacco use is also prohibited in personal vehicles parked or driven on university owned, operated or leased property.

**Example:** "Hello, my name is \_\_\_\_\_, and I am a faculty/staff member here at Michigan State University. I want to let you know that we are now a tobacco-free campus, meaning that tobacco products are prohibited on our grounds. This new policy went into effect on Aug. 15, 2016. Thank you for your cooperation."

**Or simply state** "Are you aware MSU is a tobacco-free campus?"



## **Guidance for Visitors**

All members of the MSU community have the responsibility to communicate the tobacco free ordinance to their campus visitors. To facilitate your conversation with campus visitors, direct them to the [Tobacco-Free MSU website](#).

*This toolkit adapted from the Ohio State University and the University of Texas-Austin Toolkits, by the Tobacco-Free MSU Toolkit Workgroup. March 2016.*