

Tobacco-free Worksite Policy at Rajasthan Police Academy, Jaipur

Rajasthan Police Academy, Jaipur desires to promote the health and wellness of its employees by incorporating a completely Tobacco-free workplace. The Academy is totally tobacco free since 31 May 2008.

Purpose

The health hazards related to tobacco have been well documented. These health hazards impact both the tobacco-user and the non-user who is exposed to secondhand smoke and the nuisances of chewing tobacco. It is the intent of the Academy to provide a work environment conducive to good health a all the employs and the ones who are visiting its premises.

Principles

1. This policy is applicable to all employees, trainees, contractors, visitors and everyone associated with Rajasthan Police Academy, Jaipur while they are on its property (its Residential area will be taken in Phase)
2. All employees, trainees, contractors and visitors are prohibited from bringing and using any tobacco product at the Academy. All areas of the Academy are now Tobacco-free. This includes its entire premise, all facilities, courts, grounds and parking lots, all its vehicles and any personal vehicle on its premises.
3. Without exception, every visitor to Rajasthan Police Academy, Jaipur will be informed of its Tobacco-Free status. Those who use tobacco will be asked to refrain/ defer its use until they depart along with information on its cessation in interest of the self as well as public.
4. This policy also applies to all the meetings and events of the Academy on or off the premises. Tobacco use of all types (including but not limited to cigarettes, bidis, gutka, jarda, pan with tobacco and all other tobacco products) will be prohibited.

5. The Academy has a Tobacco Cessation Clinic at its hospital to provide all the facilities (materials, medication, advocacy talks, etc. to quit. All visitors will be informed for availability of tobacco cessation service at the Hospital of the Academy and to utilize it as appropriate and optimally. Tobacco cessation and awareness programs, referrals, and resources will be made available to employees, trainees and visitors who desire to stop tobacco use through this service hereafter without fail and on priority.
6. Compliance with the Tobacco-free workplace policy will be mandatory for employees, trainees and all persons visiting Academy without any exception. A non-compliance with the policy by all specified herewith will result in disciplinary action.
7. All visitors will be informed for availability of tobacco cessation service at the Hospital of the Academy and to utilize it as appropriate and optimally.

This policy will be enforced through administrative action by **Supervisors (the named Dy.S.Ps, Inspectors and ICs)** who will report to the **Assistant Director, Administration, or the Deputy Director on the same working day.** Supervisors will be responsible for ensuring that employees and trainees under their direction are aware of the policy and comply with it; and for taking appropriate action to correct non-compliance. The respective supervisors will be responsible for ensuring that all employees and trainees get notified of the new policy and receive a copy of the policy promptly.

- Any person who shall observe violations of the policy may report these violations to the supervisor of the Academy. Once the supervisor has been notified of a violation, or if the supervisor directly observes a violation by an employee or trainee under his direction, the supervisor will discuss the violation with the employee or trainee and will take an appropriate disciplinary action and the subsequent steps accordingly. If the problem persists, the employee and/or supervisor will call the Assistant Director, Administration for its resolution. *A complaint can also be lodged by calling the nominated person through the local complaint line or web address.*

- Any disputes involving this policy shall be handled through the established procedures of Rajasthan Police Academy, Jaipur for resolving other work-related problems.

Questions regarding this policy should be referred *in order of hierarchy* to Assistant Director (Administration), Additional Director or Director of Rajasthan Police Academy, Jaipur through phone or in writing or in person as the situation should warrant.

The Infrastructure of the Process

Implementing a 100% Tobacco-free Workplace Policy at Rajasthan Police Academy, Jaipur

I) Develop a workgroup consisting of representatives from all levels of the Academy-

The workgroup will serve as a policy planning and implementation team as well as a key messenger for communications related to the Tobacco-free policy. The composition of the workgroup will reflect the diversity of the organization. Participants will include

- Senior Management (Director, Additional Director and Assistant Directors- Indoor & Outdoor)
- Facilities and Operations (Assistant Director, Administration and Reserve Inspector-RI)
- Health Officers (Medical Officers)
- Training (Trainers)
- Communications (In-charge- Computer Section)
- In-charges (ICs; IC Indoor, IC Outdoor, IC Motor Transport, IC Mounted unit, IC, Band, ICs Hostels, Canteen Contractor, etc.), as applicable .

The workgroup will also include representation from the present/ former tobacco-users, and persons who have never used tobacco.

The responsibilities of the workgroup will include the following:

- Reviewing current practices of tobacco control, i.e., consulting with employees and management about workplace issues and policy development.

- **Administering an employee survey-** A survey including the employees and trainees will be useful to help determine :
 - a. Attitudes towards smoking- and chewing tobacco products at work
 - b. Behaviors and opinions related to the proposed policy, including potential areas of resistance
 - c. Percentage of tobacco-users and their interest in quitting
 - d. Popular locations for using tobacco
 - e. Opportunities to build support for the Tobacco-free policy
 - f. the appropriate tone, channels, and literacy level for communications related to the policy
 - g. The level of education needed on the health effects of tobacco use and the benefits of the planned policy. Besides the policy document, American cancer Society (ACS) has assured to provide more inputs.
 - h. The types of tobacco cessation products and services to offer, based on expressed interest and insurance coverage
 - i. Inclusion of Residential area will be considered in Phase 2; the issue will be discussed with STS and Police Press for their cooperation

II) Developing a policy communications strategy and plan

- **Advocating for the policy**, i.e., informing employees and management of the reasons for a Tobacco-free policy, effectively communicating key messages in the communications and awareness campaign, gaining input on and support for the policy throughout the Academy, Jaipur.
- **Monitoring and evaluating the impact of the Tobacco-free policy following its implementation**

III) Goals of the Tobacco-free policy-

A goal of every Tobacco-free workplace policy is to promote a healthy and productive work environment for all workers. A worker-friendly policy clearly communicates an employer's concern for the health and well-being of all employees and is designed to treat all workers fairly, without targeting tobacco users or promoting anti- (tobacco)-user messages.

This policy is a written document and clearly identifies its goals and the steps necessary to meet those goals. Whenever possible, the policy shall be integrated with other programs and procedures on health and safety in the workplace to avoid 'targeting' tobacco users and to achieve the greatest effect.

IV) A communications/awareness campaign

Open communication between employees and management will be crucial to gain initial and long-term support for this policy. It will ensure that all employees are aware of the policy changes and their implications.

All employees will be made aware of the following:

- Implementation of the Tobacco-free policy and a timeline for achieving this
- Availability and types of cessation assistance
- Rationale for the policy
- Health harms of tobacco smoke and exposure to secondhand smoke
- Relating to the policy and its impact, so that they feel ownership of the policy

Managers (Director to ICs) will be empowered to know what to expect when implementing a new policy so that enforcement will be fair and consistent.

Specifically, they will be informed of the following:

- The immediate steps to be taken to implement the policy
- Information to be communicated to staff and trainees (e.g., signage, employee letters)
- The enforcement and disciplinary procedures for breaches of the policy
- Their responsibility (e.g., to ensure that policy requirements are met)
- Key messages to be emphasized to employees
- Supporting employee- and trainee- efforts to quit smoking
- Logistical and administrative changes that will take place as a result of implementation of the policy (e.g., posting of signs, inclusion of policy in employee manuals/handbooks, etc.)

The Academy will utilize a variety of means for communicating with employees and trainees: newsletters, trainings, blogs, paystubs, employee letters/emails, internal memos, intranet listings, posters, team briefings, Frequently Asked Questions, website, and flyers/signage; and communication tools: presentations, letters, success stories, and posters.

V) Support for cessation

To achieve the best policy implementation results, the Academy will offer evidence-based cessation products and services to their employees and employees' families. Access to the cessation products (medication and NRT) and services will be facilitated for their optimal supply. Employees should be able to utilize the products (medication and NRT) and services at no cost or receive reimbursement for them. Products and services may include the following:

- a. Individual- and/or group-based cessation counseling
- b. Telephone counseling
- c. Informational and self-help materials about tobacco use and how to quit

- d. Cessation medications (e.g., Bupropion as Bupron SR) and nicotine replacement therapy (e.g., Nicotine gum as Nulife Eucomint for smokers and Nulife Gootkha for tobacco chewers)
- e. Referrals to cessation programs and information to the employees and trainees and their families

The tobacco cessation products and services are being and will continue to be offered as part of a larger array of health and wellness offerings such as onsite fitness, nutrition, and weight management support etc. Coordination with local health insurances and Rajasthan Police health insurance plans will be sought to assess whether tobacco cessation (e.g., nicotine replacement therapy and/or counseling) can be covered.

The Academy might consider providing incentives (e.g., giveaways) to employees and trainees who make progress quitting.

I) Supplementary support for the Tobacco-free policy

In addition to offering cessation products and services, implementing the Tobacco-free worksite policy shall involve continuing the Tobacco-free policy awareness campaign and enforcing the policy. It is also important to make sure that no tobacco products are brought or sold on Academy premises *in whatsoever manner, directly or indirectly*. Ashtrays, cigarette-/ bidi- butts, Gutka/Jarda pouches, and “Spitting places/receptacles” will be removed from the Academy premises to promote compliance with the policy.

- Communications

- 1) The day the policy is to be implemented will be announced formally. The policy’s benefits for employees’ health will be highlighted and the availability of the cessation program “Freshstart” will be finalized towards an establishment of cessation services through the hospital of the Academy. Participation of the top management will be sought to encourage maximal participation by employees and trainees.

- 2) The signage will be displayed prominently and the visitors will be made aware of the policy (e.g., at the entrance of the Academy and other places of their visit or staff congregation such as Officers Mess, Stadium, Conference hall, Visitors’ room in the Hostels). Signage text may include following (*and several others relevant culturally and environmentally*):

- a. “Say ‘No’ to Tobacco-”
- b. “This is a Tobacco-free workplace”
- c. “This Academy is Tobacco free”
- d. “The grounds of the Academy are tobacco free”
- e. “This hospital is tobacco-free”
- f. “The offenders of the tobacco-free policy will be fined Rs.---” **The rule for ban on smoking in public- (and work-) places of the National Act is**

available; but, there is no notified ruling for chewable tobacco which should/may be covered under the local provisions of non-compliance.

g. “Please help us keep this Academy Tobacco-free”

3) The awareness campaign will continue providing messages that promote a Tobacco-free lifestyle, informing employees and trainees of the cessation products and services available, and acknowledging employees and trainees for their support and efforts to make the Tobacco-free policy a reality. The policy will be communicated to all employees and trainees on a quarterly basis.

4) Making sure that job postings for new staff and new employee and trainee orientation materials state that the Academy has a Tobacco-free workplace policy.

5) Celebrate the Tobacco-free success in conjunction with: (1) national/regional/international events such as World No Tobacco Day and International Labor Day; and/ or (2) International/ National/ Local Health/ Cancer Control/ Tobacco Control organization(s)

- **Enforcement of policy and procedures for non-compliance**

Tobacco-free policies tend to be self-enforcing. However, non-compliance with the policy shall be handled in the same manner non-compliance is handled with other policies of the Academy. It is absolutely clear that compliance with the policy is a condition of working and/ or training at the Academy. The first response to non-compliance by staff will be resolved through counseling about the policy and the reasons behind it.

It is a constant endeavor for the academy management, employees and trainees to be trained on how they can communicate and enforce the policy effectively, handle or file complaints, and manage conflicts. Supervisors and Managers will be empowered for their responsibility to ensure that policy requirements are met.

The top management officials will walk through the Academy premises, especially areas where employees have traditionally smoked/ chewed tobacco in the past, during the first few days after the policy takes effect as a visible show of support for the policy.

II) Monitoring the policy- Throughout the planning, implementation, and enforcement process

Throughout the planning, implementation, and enforcement process, it is important to have a system in place to collect feedback on the new policy from employees and managers. The workgroup should consider a variety of feedback mechanisms, including:

- Informal outreach
- Periodic anonymous employee surveys (consider using a service such as [surveymonkey.com](https://www.surveymonkey.com))
- A feedback mechanism through the Academy's intranet site
- E-mail inviting feedback
- A suggestion box
- Meetings that include time for questions

The comments, suggestions, and concerns of supervisors, employees, and trainees will be addressed in a timely, thoughtful manner, and the lessons learned will be documented.

The management will meet to analyze and report on the lessons learned, the results of process and outcome evaluations, as well as the ongoing activities.

III) Evaluating the impact of the policy- 1 year following the Tobacco-free implementation date and annually thereafter

Evaluation of the policy allows the Academy to measure the results of the policy and its implementation and make improvements, as needed, to sustain the Tobacco-free workplace.

Assess the following:

- 1) Health Impact:
 - a. Determining the number of tobacco users and their interest in quitting before and after the implementation of the tobacco-free policy (both in general and among those who received cessation services through the employee health services) 3, 6, and 12-months after the implementation of the policy
- 2) Operational Impact:
 - a. Determine whether the policy is being applied equally to employees, officials, visitors, trainees, etc., perhaps through a confidential survey
 - b. Identifying areas of non-compliance
 - i. Whether all RPA buildings are tobacco-free, including company-owned or leased facilities? If you have a 100% tobacco-free campus policy, are outdoor areas and parking lots, company-owned or leased vehicles, and personal vehicles on company property tobacco-free?
 - ii. Whether RPA-sponsored meetings and events on or off RPA premises are tobacco-free?
 - c. Determining whether necessary physical changes to RPA premises have been made
 - i. Is tobacco being sold on RPA premises?
 - ii. Do ashtrays, cigarette-/ bidi- butts, gutka/Jarda pouches, and "Spitting places/receptacles exist on the premises?
 - d. Tracking employee participation in cessation programs
- 3) Satisfaction of employees and trainees with policy, perhaps by administering an anonymous online survey (e.g., on Academy website)

- a. Measuring employees' (including management) satisfaction with the policy and its implementation
 - b. Measuring employees' satisfaction with the cessation programs and services provided
- 4) Communications
- a. Tracking employee visits to the Academy webpage explaining the Tobacco-free policy
 - b. Identifying areas of confusion around the policy and/or its implementation
 - c. Determining whether the existing signage informing employees and visitors of the policy is appropriate and sufficient
 - d. Tracking the number of occasions when requests for support or information could not be met (Delayed or inadequate support or information should also be judged as failure to provide support)

Evaluation results will be reported regularly by the workgroup to the Management for an optimal, effective and sustainable implementation of the policy.

Appendix 2*

Steps taken to declare Academy Tobacco-Free:

Action taken

1. (1) Meeting with DD, RPA & Program Coordinator, Freshstart to finalize Workgroup and inform members; (2) Discuss with Director- Availability of the budget- (1) Communications- individuals and displays- sign boards, etc; (2) Cessation Aids, etc.; 29 March- 1 April 2008- Structure proposed by the Director, RPA; The rule of National tobacco control act, 2003 on smoke-free places; 2 April 08- (1) Held meeting with Adm.; Committee to be headed by the Dy. Dir. with Adm. As its coordinator (Coord.) and IC outdoor and MO, RPA as members; Steps to be taken were reminded to the Coord. (2) An advocacy session held for the entire RPA 93-4PM)- A consensus emerged to continue the process set. Meeting held with IC Administration along with IC Outdoor- Invitations to the Workgroup will be extended. They had met the Director; it was decided that the communication system will be supported through the in-house provisions of RPA.

2. (1) Session with workgroup: (a) to seek their affirmation to participate; (b) review policy; and, (c) plan execution of the communication strategy on policy; (2) Propose recommendation from Director, RPA for Cessation aids availability to RPA staff on regular basis; 3-5 April 2008- The present format on policy was worked out in consultation with the Director, Adm. And MO, RPA; 4 April- Coord. In meeting; he will call back; Meeting addressed by the Director and Adm. RPA following a brief to the Workgroup by the ACS Consultant on the Principles of the Policy; individual members will be share the responsibilities assigned in their spheres of the activity and will provide the feedback in the forthcoming meeting (date TBD).

3. (1) Feedback from the group on (a)any 'other needs'; (b) finalization of communication strategy; and, (c) conduct another advocacy session; (2) Begin Tobacco Cessation (Counseling) Clinic at RPA Hospital (1) 8-11 April 2008; (2) 14 April 2008- RPA Survey findings; Feedback from the participants of Freshstart; (1) MO, RPA, Dr. Chaturvedi to brief on the local needs to launch Cessation services; (2) Meeting with the group on ?

4. Another feedback from the workgroup; Advocacy session for the entire staff and trainees (optional); 23 April 2008; proposed advocacy session can be held on 25 April 2008; Done again on 7 May 2008; One advocacy session done during Active for Life followed by a survey for the tobacco habits in AFL Participants/ ?RPA staff

5. (1) Begin implementation of policy; and, (2) Weekly feedback by the workgroup to Director &DD, RPA- Monitoring and report on violations; (1) 28 April 2008; (2) Every **Thursday** of the remaining weeks (**15 May 2008**); Administrative structure already in place; Addresses by the Coordinator, Mr. Pramod; Add. Director and Administrator, Mr. Deepak Bhargava, ACS Consultant, Dr. Rakesh and Director and IG, Dr. Bhupendra Singh; Meeting attended by entire RPA workforce.

6. Plan Freshstart (2) for the left- overs; First- second weeks of May 2008- **Done**; Participants of Freshstart (1) as its facilitators; Not considered presently; cessation counseling provided through the MO; NRT not available since last week.

7. Plan declaration of Tobacco-Free Academy on 31 May 2008 (WNTD 2008) 19-21 May 2008; **Meeting- 22 May 08**. Meeting held with Director RPA and the key officials.

8. Declaration of Tobacco-Free Academy- 31 May 2008: RPA was declared Tobacco-free