The Florida State University Office of Human Resources Response Guidelines for Complaints regarding Employees who use Tobacco on Campus

The Office of Human Resources is distributing this information guide to use when assisting University faculty, staff, students, and other community members on dealing with an employee who is not adhering to the Florida State University Tobacco Policy. This information includes basic guidelines but cannot address every situation: therefore, in the event you believe your, the person’s or persons’ involved, or anyone else’s immediate safety is at risk due to another person’s behavior, you should call the Florida State University Police Department at 644-1234 or 911.

This information guide is intended to identify appropriate interactions when speaking to employees who use tobacco products on campus. It is important to note that the Tobacco policy is voluntary and depends upon the courtesy and cooperation of all members of the university community, not only to comply with this policy, but also to encourage others to comply with the policy. However, if an employee chooses not to comply, there is no direct violation of University policy given that following the policy is not mandatory. Thus, individuals are encouraged to respectfully speak to an employee who uses tobacco on campus rather than reporting the situation to any particular agency. Below is a list of tips on how to best approach an employee in this situation.

- Respectfully ask the employee if s/he is aware of the FSU Tobacco policy.
- Refer to signage and documentation related to the policy.
- Ask the employee if they mind refraining from using tobacco.
- If the employee responds negatively, do not judge what the employee tells you and do not engage in a heated argument.
- If the employee refuses to stop using tobacco, make note of the incident.

When to report an incident to the police:
If the employee’s behavior represents an immediate threat, call 644-1234 or 911.

If there is no immediate threat, but you are concerned about an employee who has used tobacco on campus on multiple occasions or about an employee using inappropriate communication, call:

Monday to Friday | 8 a.m. – 5 p.m.
Office of Human Resources, Employee and Labor Relations | 850-644-6475

Refer to the following resources for assistance:

The Florida State University Tobacco Policy
The [insert name of video describing how to effectively confront]
The Faculty and Staff Emergency Guide [http://deanofstudents.fsu.edu/Faculty-Staff-Emergency-Guide]