

**The Kentucky Department for Public Health
University of Kentucky College of Nursing
Allen County Workplace Tobacco Policy Study, 2010**

	Allen N = 3	Kentucky N = 562
Demographic Information		
1. How many employees do you have?	n = 3	n = 562
	Mean = 205	Mean = 243
2. About what percentage of your employees are male?	n = 3	n = 524
	66.7%	69.3%
3. About what percentage of your employees are female?	n = 3	n = 522
	32.7%	30.8%
4. About what percentage of your employees are under 18 years of age?	n = 3	n = 516
	0.00%	0.05%
5. About what percentage of your employees are	n = 3	n = 498
a. Caucasian	97.7%	84.1%
b. African American	1.3%	10.7%
c. Hispanic	0.3%	6.1%
d. Asian	0.3%	2.3%
e. Other	0.3%	3.1%
Smoking Policy/Environment		
6. Does your company have a written smoking policy?	n = 3	n = 554
Yes	3 100.0%	470 84.8%
7. [For companies without a written policy] Does your company have a smoking policy that is not in writing?	n = 0	n = 82
Yes	0 0.0%	72 87.8%

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8. How is the company policy communicated?	n = 3	n = 552
a. Employee handbook	2 66.7%	378 68.5%
b. Hallways	2 66.7%	73 13.2%
c. Offices	1 33.3%	56 10.1%
d. Restrooms	1 33.3%	50 9.1%
e. Administrative offices	1 33.3%	37 6.7%
f. Not communicated	0 0.0%	4 0.7%
g. At time of hire/orientation	3 100.0%	364 65.9%
h. Signs/bulletin boards	0 0.0%	284 51.4%
i. Electronic newsletter	0 0.0%	23 4.2%
j. Other	0 0.0%	89 16.1%
9. Are employees permitted to smoke inside your company?	n = 3	n = 557
Yes	1 33.3%	107 19.2%
10. [For companies allowing indoor smoking] Is indoor smoking restricted to specified indoor areas?	n = 1	n = 103
Yes	0 0.0%	96 93.2%
11. [For companies allowing indoor smoking] Does the policy, written or unwritten, specify which indoor areas are smoking areas?	n = 1	n = 102
Yes	0 0.0%	80 78.4%
No	1 100.0%	14 13.7%
Does not have a policy, written or unwritten	0 0.0%	8 7.8%

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12. [For companies allowing indoor smoking] Are indoor smoking areas separately enclosed and ventilated?	n = 1	n = 101
All	0 0.0%	43 42.6%
Some	0 0.0%	17 16.8%
None	1 100.0%	37 36.6%
I don't know	0 0.0%	4 4.0%
13. [For companies allowing indoor smoking] Does the smoking policy specify which indoor areas are separately ventilated for smoking?	n = 1	n = 98
Yes	0 0.0%	33 33.7%
No	1 100.0%	51 52.0%
Does not have a policy, written or unwritten	0 0.0%	14 14.3%
14. [For companies allowing indoor smoking] Where is indoor smoking permitted?	n = 1	n = 112
a. Cafeteria	0 0.0%	17 15.2%
b. Break rooms	0 0.0%	36 32.1%
c. Personal offices	0 0.0%	8 7.1%
d. Conference rooms	0 0.0%	5 4.5%
e. Bathrooms	0 0.0%	8 7.1%
f. Work area/plant floor	1 100.0%	28 25.0%
g. Smoking rooms	0 0.0%	35 31.3%
h. Other	0 0.0%	0 0.0%
15. Are employees permitted to smoke outside your company?	n = 2	n = 554
Yes	2 100.0%	522 94.2%

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16. [For companies allowing outdoor smoking] Where is outdoor smoking permitted?	n = 2	n = 522
a. Anywhere outside	1 50.0%	96 18.4%
b. Designated areas outside	1 50.0%	405 77.6%
c. Other	0 0.0%	21 4.0%
17. [For companies allowing outdoor smoking] Does the smoking policy, written or unwritten, specify which outdoor areas are smoking areas?	n = 3	n = 516
Yes	2 66.7%	356 69.0%
No	1 33.3%	134 26.0%
Does not have a policy, written or unwritten	0 0.0%	26 5.0%
18. [For companies allowing outdoor smoking] Are outdoor smoking areas enclosed?	n = 3	n = 516
No	2 66.7%	426 82.6%
19. Is smoking permitted during work hours?	n = 2	n = 555
Yes	2 100.0%	489 88.1%
20. [For companies permitting smoking during work hours] Does the smoking policy, written or unwritten, specify when smoking is permitted?	n = 3	n = 478
Yes	2 66.7%	328 68.6%
No	1 33.3%	127 26.6%
Does not have a policy, written or unwritten	0 0.0%	23 4.8%

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21. [For companies permitting smoking during work hours] When is smoking permitted?	n = 3	n = 496
a. Anytime	1 33.3%	68 13.7%
b. Before work	2 66.7%	242 48.8%
c. Break time	2 66.7%	421 84.9%
d. Lunch time	2 66.7%	414 73.7%
e. After work	2 66.7%	235 47.4%
f. During meetings	0 0.0%	3 0.6%
g. After work functions	0 0.0%	29 5.8%
h. Other times	0 0.0%	13 2.6%
22. Are No Smoking signs posted at your company?	n = 3	n = 555
Yes	2 66.7%	484 87.2%
23. Do employees smoke in company vehicles?	n = 3	n = 544
Yes	1 33.3%	126 23.2%
No	2 66.7%	329 60.5%
Does not have company vehicles	0 0.0%	89 16.4%
24. Does the smoking policy, written or unwritten, specify if smoking is permitted or not in company vehicles?	n = 3	n = 448
Yes	1 33.3%	234 52.2%
No	1 33.3%	178 39.7%
Does not have a policy, written or unwritten	1 33.3%	36 8.0%

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Smoking Policy Compliance/Enforcement		
25. To what extent do employees comply with the existing smoking policy?	n = 3	n = 560
a. All of the time	2 66.7%	349 62.3%
b. Some of the time	0 0.0%	38 6.8%
c. Most of the time	1 33.3%	165 29.5%
d. Never	0 0.0%	0 0.0%
e. Does not have a policy, written or unwritten	0 0.0%	8 1.4%
26. Who enforces the smoking policy for employees? (Fill in all that apply)	n = 3	n = 562
a. Immediate supervisor	2 66.7%	426 75.8%
b. Manager	2 66.7%	364 64.8%
c. Security	1 33.3%	44 7.8%
d. Peers	1 33.3%	78 13.9%
e. Others	0 0.0%	76 13.5%
f. Does not have a policy, written or unwritten	0 0.0%	11 2.0%
27. For a first time offense, what action is taken when an employee violates the smoking policy? (Fill in all that apply)	n = 3	n = 562
a. Verbal reprimand	3 100.0%	383 68.1%
b. Written reprimand	0 0.0%	95 16.9%
c. Participation in smoking cessation or educational program	0 0.0%	1 0.2%
d. Other	0 0.0%	106 18.9%
e. Does not have a policy, written or unwritten	0 0.0%	20 3.6%

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28. For a second time offense, what action is taken when an employee violates the smoking policy? (Fill in all that apply)	n = 3	n = 562
a. Verbal reprimand	1 33.3%	72 12.8%
b. Written reprimand	2 66.7%	353 62.8%
c. Day off without pay	0 0.0%	10 1.8%
d. Participation in smoking cessation or education program	0 0.0%	5 0.9%
e. Other	0 0.0%	125 22.2%
f. Does not have a policy, written or unwritten	0 0.0%	21 3.7%
29. For 3 or more offenses, what action is taken when an employee violates the smoking policy? (Fill in all that apply)	n = 3	n = 562
a. Verbal reprimand	0 0.0%	22 3.9%
b. Written reprimand	3 100.0%	94 16.7%
c. Day off without pay	0 0.0%	34 6.0%
d. Participation in smoking cessation or education program	0 0.0%	5 0.9%
e. Mandatory smoking cessation program	0 0.0%	1 0.2%
f. Suspension from work	0 0.0%	122 21.7%
g. Termination	0 0.0%	185 32.9%
h. Never happens	0 0.0%	76 13.5%
i. Other	0 0.0%	72 12.8%
j. Does not have a policy, written or unwritten	0 0.0%	26 4.6%

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30. Who do employees contact if they have complaints about people violating smoking restrictions? (Fill in all that apply)	n = 3	n = 562
a. Immediate supervisor	2 66.7%	406 72.2%
b. Health and safety personnel	1 33.3%	76 13.5%
c. Risk manager	1 33.3%	36 6.4%
d. Human resources	2 66.7%	305 54.3%
e. Manager	1 33.3%	174 31.0%
f. Other	0 0.0%	35 6.2%
Smoking Cessation		
31. Does your company provide resources to employees who want to quit using tobacco products?	n = 3	n = 560
Yes	3 100.0%	423 75.5%

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32. What resources are available? (Fill in all that apply)	n = 3	n = 425
a. Cooper-Clayton Method to Stop Smoking	2 66.7%	87 20.5%
b. Fresh Start (American Cancer Society)	0 0.0%	7 1.6%
c. Freedom from Smoking (American Lung Association)	0 0.0%	2 0.5%
d. Make Yours a Fresh Start Family (American Cancer Society)	0 0.0%	1 0.2%
e. Employee Assistance Program	1 33.3%	187 44.0%
f. Telephone Quit Line	1 33.3%	50 11.8%
g. Self-Help Booklets/Posters	0 0.0%	37 8.7%
h. Counselor	0 0.0%	20 4.7%
i. Computer/On-line Help	0 0.0%	30 7.1%
j. Doctor/Other Health Care Professional	1 33.3%	25 5.9%
k. Insurance	0 0.0%	228 53.6%
l. Other classes	0 0.0%	20 4.7%
m. Reimbursements/Incentives	0 0.0%	60 14.1%
n. Other	0 0.0%	82 19.3%

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33. Who provides the smoking cessation services? (Fill in all that apply)	n = 3	n = 425
a. Company nurse	2 66.7%	18 4.2%
b. Community resource person	0 0.0%	14 3.3%
c. Employee Assistance Program	0 0.0%	122 28.7%
d. Insurance Company Program	0 0.0%	181 42.6%
e. Hospital/Health Department	2 66.7%	91 21.4%
f. Physicians/Other Health Care Professionals	0 0.0%	15 3.5%
g. Human Resources	0 0.0%	36 8.5%
h. Other	0 0.0%	58 13.6%
Availability of Tobacco Onsite		
34. Are cigarettes sold on company property?	n = 3	n = 561
Yes	0 0.0%	4 0.7%
35. [For companies selling cigarettes on company property] How are cigarettes sold? (Fill in all that apply)	n = 0	n = 5
a. Company store	0 0.0%	0 0.0%
b. Vending machines	0 0.0%	1 20.0%
c. Other	0 0.0%	0 0.0%

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Perceptions of Policy/Interest in Assistance		
36. Does your smoking policy mention anything about the consequences of tobacco, secondhand smoke or about protecting the health of others?	n = 3	n = 552
Yes	0 0.0%	134 24.3%
No	3 100.0%	396 71.7%
Does not have a policy, written or unwritten	0 0.0%	22 4.0%
37. How satisfied are you with your current smoking policy?	n = 3	n = 560
a. Very satisfied	1 33.3%	271 48.4%
b. Somewhat satisfied	1 33.3%	119 21.3%
c. Satisfied	0 0.0%	123 22.0%
d. Not satisfied	1 33.3%	38 6.8%
e. Does not have a policy, written or unwritten	0 0.0%	9 1.6%
38. Are you contemplating changes in your smoking policy?	n = 3	n = 558
No	3 100.0%	468 83.9%
39. How interested are you in receiving assistance on changing your smoking policy?	n = 3	n = 554
a. Very interested	0 0.0%	38 6.9%
b. Somewhat interested	1 33.3%	84 15.2%
c. Not interested	2 66.7%	432 78.0%

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40. How interested are you in receiving assistance on effective smoking cessation programs?	n = 3	n = 557
a. Very interested	1 33.3%	113 20.3%
b. Somewhat interested	0 0.0%	156 28.0%
c. Not interested	2 66.7%	288 51.7%
Spit Tobacco Policy		
41. Which of the following best describes your company's official policy on spit (smokeless) tobacco for indoor common areas such as lobbies, rest rooms, and lunch rooms?	n = 3	n = 561
a. Not allowed in common areas	2 66.7%	354 63.1%
b. Allowed in some common areas	0 0.0%	63 11.2%
c. Allowed in all common areas	0 0.0%	37 6.6%
d. Other	0 0.0%	30 5.3%
e. No official policy	1 33.3%	77 13.7%
42. Which of the following best describes your company's official policy on spit (smokeless) tobacco for work areas?	n = 3	n = 559
a. Not allowed in work areas	2 66.7%	379 67.8%
b. Allowed in some work areas	0 0.0%	51 9.1%
c. Allowed in all work areas	0 0.0%	42 7.5%
d. Other	0 0.0%	13 2.3%
e. No official policy	1 33.3%	74 13.2%

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43. If your company has an official spit tobacco policy, how often is it enforced?	n = 3	n = 554
a. Always enforced	2 66.7%	352 63.5%
b. Sometimes enforced	0 0.0%	63 11.4%
c. Never enforced	0 0.0%	9 1.6%
d. Other	0 0.0%	10 1.8%
e. Does not have a policy, written or unwritten	1 33.3%	120 21.7%
44. Would you send us a copy of your spit tobacco and/or smoking policy if you have them?	n = 3	n = 547
Yes	1 33.3%	191 34.9%
No	0 0.0%	262 47.9%
Does not have written policies	2 66.7%	94 17.2%
Company Support/Community Involvement		
45. Does your company have an employee wellness or health promotion program (e.g. health education services, activities, classes, workshops, lectures, individual counseling or wellness information)?	n = 3	n = 553
Yes	2 66.7%	362 65.5%
No	0 0.0%	181 32.7%
Don't know	1 33.3%	10 1.8%
46. Do your company health insurance plans cover all or part of the cost of the following? (Fill in all that apply)	n = 3	n = 562
a. Pharmaco-therapies for smoking cessation (e.g. Wellbutrin, Zyban, patches/gum, etc.)	0 0.0%	332 59.1%
b. Behavioral counseling or classes for smoking cessation	0 0.0%	232 41.3%
47. Does your company have community outreach or funding programs for community projects?	n = 3	n = 549
Yes	2 66.7%	284 51.7%

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Miscellaneous		
48. Does the manufacture of your products involve flammable materials?	n = 2	n = 554
Yes	1 50.0%	329 59.4%
49. Do your employees belong to a union?	n = 3	n = 560
Yes	0 0.0%	120 21.4%
Manufacturing Facility Participation Rate	100.0%	69.1%

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Note: Data for this report were collected January 2009 - September 2009

This report was prepared through a contract between the Kentucky Cabinet for Health and Family Services and the University of Kentucky College of Nursing.

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