



South Dakota Department of Health

Tobacco-Free Worksite Policy Evaluation Guide

The attached guide and rubric serve as an internal scoring tool for worksites to evaluate their existing tobacco-free policies in their respective districts. The resource closely mirrors tools referenced by South Dakota State University's 2015 policy evaluation guide¹ and follows close consideration provided by the Centers for Disease Control². The overall policy score was determined by taking the sum of all sections and dividing by 5, with 5 being the maximum score given to a policy.

To access the South Dakota Department of Health's recommended tobacco-free policies, please visit <https://quittobaccosd.com/resources/advocacy-tools/policy-support-materials>.

For more information or permission to use this attached guide, please contact Hilary Larsen (Hilary.Larsen@state.sd.us)

¹ <https://goodandhealthysd.org/wp-content/uploads/2013/08/HealthcareModelTFPolicyAssessmentTool.pdf>

² https://www.cdc.gov/tobacco/stateandcommunity/tobacco-control/pdfs/evaluation_toolkit.pdf

Tobacco-Free Worksite Policy Evaluation Guide

Worksite Name: _____ Date: _____ Scorer: _____ OVERALL: _____/20

Section A. Product Coverage		
A1. E-cigarette/vapes? YES or NO	A2. Synthetic nicotine? YES or NO	A3. Smokeless tobacco? YES or NO
A4. Traditional tobacco exceptions? YES or NO	A5. Cessation product exceptions? YES or NO	
SECTION: ____ / 5		

Section B. Facilities		
B1. All workplace property (indoor and outdoor) YES or NO	B2. All individuals (staff and visitors)? YES or NO	B3. Company and personal vehicles used for work? YES or NO
B4. Events off property? YES or NO	B5. No designated smoking areas? YES or NO	
SECTION: ____ / 5		

Section C. Consequences		
C1. Enforcement procedures defined? YES or NO	C2. Tiered consequences defined? YES or NO	C3. Responsible office or enforcement role named? YES or NO
C4. Referral to SD Quitline, or another appropriate cessation tool? YES or NO	C5. Cultural exemptions (traditional tobacco?) YES or NO	
SECTION: ____ / 5		

Section D. Communication/Implementation

D1. General communication of policy? YES or NO	D2. Signage about policy? YES or NO	D3. Policy included in orientation or staff materials? YES or NO
D4. Designates individual/office responsible for policy? YES or NO	D5. Revised within past five (5) years? YES or NO	
SECTION: ____ / 5		

Section E. Other Considerations – NO POINTS ASSIGNED

E1. Are staff trained in policy enforcement and public education? YES or NO	E2. Are tobacco waste reduction efforts included? YES or NO	E3. Does the policy link to local health promotion (eg. Secondhand smoke awareness?) YES or NO
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STRENGTHS**WEAKNESSES**

SECTION SCORING SPECIFICS & EXPLANATIONS

Section A: Product Coverage

Section A. Product Coverage		
A1. E-cigarette/vapes? YES or NO	A2. Synthetic nicotine? YES or NO	A3. Smokeless tobacco? YES or NO
A4. Traditional tobacco exceptions? YES or NO	A5. Cessation product exceptions? YES or NO	
SECTION: ____ / 5		

Rationale:

This section assesses the comprehensiveness of the policy in addressing various tobacco and nicotine products. Effective workplace tobacco-free policies should clearly define the scope of covered products to avoid loopholes and ensure consistent enforcement. A strong policy explicitly includes both traditional and emerging nicotine delivery systems, as well as clearly defined exemptions for culturally appropriate ceremonial use and cessation aids.

Instructions:

For each product category, indicate **YES** if the policy explicitly includes it and **NO** if it does not.

- **A1. E-cigarette/vapes:** Does the policy regulate e-cigarettes and vaping devices?
- **A2. Synthetic nicotine:** Does the policy cover synthetic/analog nicotine used in products like pouches or lozenges?
- **A3. Smokeless tobacco:** Does the policy include products like chewing tobacco, snus, and dissolvable tobacco?
- **A4. Traditional tobacco exceptions:** Does the policy make exceptions for specific traditional tobacco products (e.g., ceremonial or cultural use)?
- **A5. Cessation product exceptions:** Does the policy exclude FDA-approved cessation products (e.g., nicotine patches, gum, lozenges) from restrictions?

Each "YES" answer earns **1 point**, with a total possible score of **5 points**.

Section B: Facilities

Section B. Facilities		
B1. All workplace property (indoor and outdoor) YES or NO	B2. All individuals (staff and visitors)? YES or NO	B3. Company and personal vehicles used for work? YES or NO
B4. Events off property? YES or NO	B5. No designated smoking areas? YES or NO	
SECTION: ____ / 5		

Rationale:

This section evaluates the extent to which the tobacco-free policy applies across the organization's facilities, events, and populations. A strong workplace policy prohibits tobacco use in all spaces — indoors, outdoors, in vehicles, and during official business activities — while applying universally to staff, contractors, and visitors. The absence of designated smoking areas reinforces a 100% tobacco-free environment.

Instructions:

Review the policy and determine whether it includes each of the following elements. Mark **"YES"** if the policy explicitly includes the measure and **"NO"** if it does not.

- **B1. All workplace property:** Does the policy apply to all facilities and grounds under ownership or control, including outdoor areas?
- **B2. All individuals:** Does the policy apply to employees, contractors, interns, board members, and visitors?
- **B3. Company and personal vehicles:** Does the policy prohibit use in both company-owned vehicles and personal vehicles used for business purposes?
- **B4. Events on or off property:** Does the policy extend to off-site, work-sponsored events (e.g., meetings, trainings)?
- **B5. No designated smoking areas:** Does the policy clearly state that no smoking zones will be provided?

Each "YES" response earns **1 point**, for a maximum of **5 points** in this section.

Section C: Consequences

Section C. Consequences		
C1. Enforcement procedures defined? YES or NO	C1. Enforcement procedures defined? YES or NO	C3. Responsible office or enforcement role named? YES or NO
C4. Referral to SD Quitline, or another appropriate cessation tool? YES or NO	C5. Cultural exemptions (traditional tobacco?) YES or NO	
SECTION: ____ / 5		

Rationale:

This section examines how the policy is enforced and whether it supports education and culturally respectful practices. A strong policy outlines enforcement methods, identifies who is responsible for implementation, and includes tiered consequences. It also supports individuals seeking to quit by referring them to cessation resources. Importantly, it should honor cultural practices, such as traditional or ceremonial tobacco use, in accordance with laws like the American Indian Religious Freedom Act.

Instructions:

Review the policy and determine whether it includes each of the following elements. Mark "YES" if the policy explicitly includes the measure and "NO" if it does not.

- **C1. Enforcement procedures defined:** Does the policy clearly state how violations are handled?
- **C2. Tiered consequences defined:** Does the policy include progressive or educational responses to violations rather than immediate fines or bans?
- **C3. Responsible officer defined:** Does the policy name a person or office responsible for enforcement and follow-up?
- **C4. Referral to cessation tools:** Does the policy mention referral to services such as the SD Quitline or other quit support programs?
- **C5. Cultural exemptions:** Does the policy allow exceptions for traditional or ceremonial tobacco use consistent with applicable cultural or religious protections?

Each "YES" response earns **1 point**, for a maximum of **5 points** in this section.

Section D: Communication/Implementation

Section D. Communication/Implementation		
D1. General communication of policy? YES or NO	D2. Signage about policy? YES or NO	D3. Policy included in orientation or staff materials? YES or NO
D4. Designates individual/office responsible for policy? YES or NO	D5. Revised within past five (5) years? YES or NO	
SECTION: ____ / 5		

Rationale:

This section evaluates whether the policy is clearly communicated to all stakeholders and whether an accountability structure is in place. Signage, orientation inclusion, and staff access are critical for awareness. Assigning responsibility for implementation and regularly reviewing the policy ensures sustainability and adaptation to evolving tobacco trends.

Instructions:

Review the policy and determine whether it includes each of the following elements. Mark "YES" if the policy explicitly includes the measure and "NO" if it does not.

- D1. General communication:** Is the policy disseminated through employee announcements, meetings, or newsletters?
- **D2. Signage posted visibly:** Are tobacco-free signs placed at entrances, around buildings, and other key locations?
- **D3. Orientation/staff materials:** Is the policy shared during employee onboarding and available in handbooks or internal systems?
- **D4. Responsible agency/staff listed:** Is a contact person or department named for questions and implementation oversight?
- **D5. Updated in last five years:** Has the policy been reviewed or revised recently to ensure relevance and accuracy?

Each "YES" response earns **1 point**, for a maximum of **5 points** in this section.

Section E: Other Considerations – NO POINTS ASSIGNED

Section E. Other Considerations – NO POINTS ASSIGNED		
E1. Are staff trained in policy enforcement and public education? YES or NO	E2. Are tobacco waste reduction efforts included? (e.g., no ashtrays, clean-up)? YES or NO	E3. Does the policy link to local health promotion (eg. Secondhand smoke awareness?) YES or NO

Rationale:

This section includes additional elements that support and enhance the effectiveness of a tobacco-free workplace policy. Staff training ensures confident and consistent enforcement. Addressing tobacco waste protects environmental quality. Linking the policy to larger health initiatives (e.g., secondhand smoke awareness or workplace wellness programs) deepens its impact.

Instructions:

Mark YES or NO for each item based on whether it is mentioned in the policy. This section does not receive points but may inform policy enhancement discussions.