

# Maine Tobacco-Free Behavioral Health:

## POLICY ANNOUNCEMENT LETTER TO EMPLOYEES TEMPLATE

[Current Date]

Contact: [Name], [Phone]

### **New Tobacco-Free Policy Will Support Health and Recovery**

On [Policy Date], [Behavioral Health Organization] will take an important step in supporting the health of its employees, clients, vendors, and visitors by ensuring a clean air environment through the adoption of a tobacco-free policy.

Tobacco use remains the leading cause of death and disease in this country with over 480,000 deaths per year, almost half of those from smokers with a mental health diagnosis. This population consumes almost 40% of all cigarettes consumed in the US. This higher rate of smoking is often prevalent within behavioral health settings leading to higher rates of secondhand smoke exposure for individuals. As we transition to being a tobacco-free environment, we ask for your support and compliance with this policy to protect the overall well-being of all members of our organization community.

[Behavioral Health Organization] will offer a complete tobacco treatment program for clients and employees. Services will include [List Resources]. In addition to [Behavioral Health Organization]'s resources, free tobacco treatment support is available to anyone in Maine through the Maine QuitLink at 1-800-QUIT-NOW or MaineQuitLink.com. The policy change will be effective [policy date].

Over the course of the next several months, look for more information and details about our tobacco-free campus in employee and member publications, as well as posters, flyers, and other healthy activities. If you have any questions regarding the tobacco-free policy, please contact [Contact Person], Human Resources, at [Phone]. Or see our Policy Frequently Asked Questions Document.

Sincerely,

CEO

**BREATHE EASY**

REDUCING SMOKE EXPOSURE IN MAINE

[BreatheEasyMaine.org/Behavioral-Health](http://BreatheEasyMaine.org/Behavioral-Health)



**MAINE  
PREVENTION  
SERVICES**

Maine Center for Disease Control & Prevention  
Department of Health and Human Services