



FOR MORE INFORMATION

For more information about the Smoke-Free Arizona Act, to file a complaint, or to order free signage, please:

CALL
1-877-429-6676

EMAIL
smokefreearizona@azdhs.gov

VISIT
smokefreearizona.org

Educating your Employees About the Smoke-Free Arizona Act

The Smoke-Free Arizona Act, A.R.S. § 36-601.01 (“the Act”), requires proprietors to educate employees about its requirements. The following tips can be used to communicate with your employees:

Existing Employees

- Discuss the requirements of the Act at staff meetings or distribute memos or paycheck inserts
- Add a “No Smoking” policy to your employee manual
- Post your “No Smoking” policy on your company website
- Display an informational poster in the employee lounge or break room
- Distribute Smoke-Free Arizona brochures during employee training
- Include articles in your employee newsletter about the requirements of the Act and the health effects of secondhand smoke
- Encourage employees to visit smokefreearizona.org for more information about the Act

Prospective Employees

- Add a brief description of the Act on your employee application form
- Include an agreement policy that explains the requirements of the Act on the application and require the applicant to check a box confirming that they have read the information
- Discuss the requirements of the Act briefly during candidate interviews
- Disclose your smoking policy on your company website
- Post a link to smokefreearizona.org on your website

App

Place a complaint by using the [mysmokefreeAZ](#) App. Our app can be downloaded for iPhone and Android. When placing a complaint, please provide as much information as possible. If you are not sure whether the issue you want to report is a violation of the Act, please feel free to call us at **1-877-429-6676**. When complaints are filed with allegations that are not violations of the Act, those complaints are not investigated and are closed out.



Tips

As a proprietor, if you choose to designate...

A smoke-free Campus	A smoke-free Area	A smoking Area	A smoking outdoor patio
please consider			
Clearly identifying the campus as smoke-free	Clearly identifying the areas as non-smoking	Providing directional signs for individuals looking for the designated smoking area	Providing directional signs for individuals looking for the smoking patio
Educating residents, visitors, employees, or other patrons about your smoke-free campus policy	Educating residents, visitors, employees, or other patrons about where smoking is prohibited	Educating residents, visitors, employees, or other patrons about where smoking is allowed	Educating residents, visitors, employees, or other patrons about where smoking is allowed
			Using a method that prevents tobacco smoke from physically entering into the establishment

To order the “Clearing the Air For Employers” Brochure, please contact us or go on the following link: www.smokefreearizona.org/info-downloads.asp