



# Sample Reminder Statements

Most people willingly comply with a campus tobacco policy IF they know the policy is in place. Therefore, the best way to prevent policy violations is to publicize the policy often and through a variety of ways.

However, some violations will undoubtedly occur. When they do, those who use tobacco on campus need to be reminded of the policy clearly, gently and tactfully. Violators are usually unaware of the policy and are happy to refrain from tobacco use once they are reminded.

It is everyone's responsibility to tactfully intervene when policy violations occur. Below are some sample statements to use when tobacco use is occurring on campus, and an individual needs to be reminded of the policy:

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- “Excuse me. You’re probably not aware that our campus now has a 100% tobacco-free campus policy in place – this means no tobacco use anywhere on campus, at anytime, by anyone. We ask that everyone comply with the policy. Thanks.”
  - “I’m sorry, but I’ll need to ask you to comply with our 100% tobacco-free campus policy by putting out your cigarette. The aim of our policy is to protect students, staff and school visitors from secondhand smoke. Thank you for your cooperation.”
  - “Excuse me. You may not be aware, but we have a 100% tobacco-free policy in place on our campus. We ask that everyone – including staff, students and visitors – refrain from using tobacco products until they leave the campus. Thanks.”
  - “Excuse me. You may not be aware, of this but our campus recently enacted a campus-wide 100% tobacco-free policy. This means no tobacco use anywhere on campus, by anyone, at any time. This policy is designed to ensure a healthy learning and working environment for everyone. Thanks.”