



HR

Bulletin to Management

BNA POLICY AND PRACTICE SERIES

SHRM-BNA Survey Preview

Workplace smoking policies have now been adopted by the vast majority of U.S. employers, according to the latest survey by The Bureau of National Affairs, Inc. and the Society for Human Resource Management. Eighty-five percent of responding firms have smoking policies designed to address employee health and comfort, up from 54 percent in 1987 and 36 percent in 1986, when the first two SHRM-BNA surveys on the topic were conducted. The survey also finds that:

- **Total bans on smoking** have been established by 34 percent of companies, compared with 17 percent of responding firms in 1987 and just 2 percent in 1986. Another 34 percent, while not imposing total bans, prohibit smoking in all open work areas.

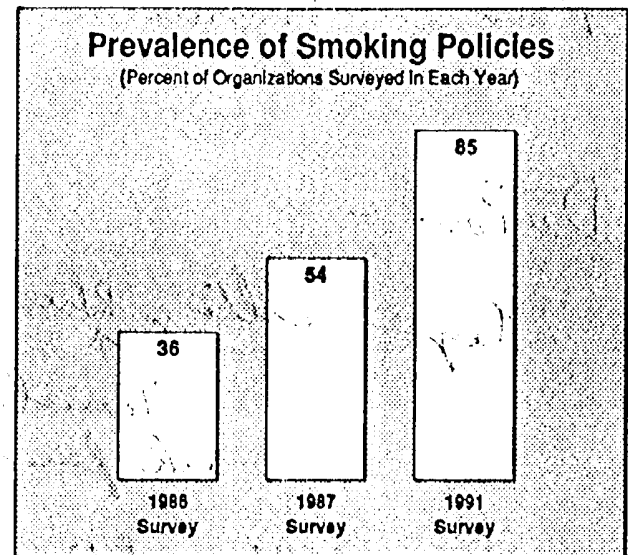
- **Smoking rules extend beyond work areas** in the vast majority of companies with policies. Most organizations' policies prohibit smoking in hallways (90 percent), rest rooms (87 percent), and conference rooms (85 percent). Bans on smoking in private offices (63 percent), employee lounges (62 percent), and cafeterias (59 percent) are about twice as common in 1991 as in 1987.

- **Concerns about employee health or comfort** prompted the development of about four out of five policies (79 percent), and 59 percent of firms established smoking restrictions in response to employee complaints. State or local laws helped bring about more than a third (36 percent) of the policies.

- **Violations and enforcement** do not appear to be major problems among organizations with smoking policies. Nearly two-thirds (63 percent) of respondents believe their companies' policies are enforced "very consistently" and seven out of 10 indicated that employees "rarely" (50 percent) or "never" (20 percent) violate the smoking rules.

- **Complaints about smoke** in the workplace have been received by almost half of the organizations (49 percent) since their policies were first adopted. The most effective approaches to resolving complaints appear to be improved policy communication, establishment of additional restrictions, and more stringent policy enforcement.

- **Non-smokers' morale** has improved at 69 percent of the companies with smoking policies. About



one-quarter (27 percent) have experienced a decline in morale among smokers since the policy was adopted. Smokers' breaks have become longer or more frequent in half of the firms with smoking policies. Smoking restrictions appear unlikely to affect productivity or costs.

- **Non-smokers receive hiring preference** in fewer than one out of five companies. Only 2 percent hire non-smokers exclusively, and 8 percent have a stated preference for non-smoking applicants. Seven percent of employers allow individual supervisors to use smoking as a hiring criterion.

- **Employees who want to quit smoking** are offered help or encouragement by more than three-fifths (64 percent) of the surveyed companies. While employers use a wide range of methods to help workers kick the habit—distributing literature, sponsoring quit-smoking programs, or offering incentives—most reported only limited success in getting workers to quit.

- **Among employers without smoking policies**, more than half either have definite plans to adopt a policy by 1992 (16 percent) or have smoking restrictions under consideration (44 percent). Minimal employee demand and lack of top management support were the most frequently cited reasons for not having a policy.

The full survey report, "Smoking in the Workplace: 1991-1992," will be published in July. Subscribers to BNA's *Bulletin to Management* and the *BNA Policy and Practice Series* will receive the report as part of their subscriptions. Copies of the report also will be mailed to SHRM members.

P+G

Call Mary about
quarter by
Lippman.

- letter campaign - ✓

- 7-17-91 Cincy. Smokers Rights Mtg.

- Memo to T. Grison about Unionization at P+G

DuPont -

Hayes calling Rheinboldt - no response

- Toxicologist in R+D

- ask for meeting - Sam & Berger, ...

RJRT spent \$3.4 mil w/ DuPont last year

TI - labor (union) issues -

Rosen - No info. on public smoking.

- Coordinated effort by what agency or agencies? <sup>Am. Cancer Soc.?
NIH, EPA</sup>

- How do we start/circumvent effort?

- Early mail outs - Johnston type letter to

- TV commercial -

Esca. -

- Letters to Ex. Secs. / Health Officers

- short comings -

- might indicate ^{or perhaps} smoking restriction.