



# PARTNER RESOURCE KIT CONTENTS

Welcome to the Under 10% Project Partner Resource Kit. This Kit will help you implement your commitments as a Project Partner and includes:

- **Terms of Reference** - This document outlines the purpose, scope and governance of the Under 10% Project.
- **Why become a Project Partner** - This document provides information about the benefits and outcomes of being involved in the Project.
- **Your Part In Under 10%** - This document outline the 5 commitments included in a workplace tobacco management policy.
- **Support for Project Partners** - This document provides an overview of the support and resources available for you as an Under 10% Project Partner.
- **Activities Checklist** - This document can support Under 10% Project Partners to plan and implement their commitments to better manage tobacco in their workplace.
- **Policy Template** - This document provides a workplace tobacco management policy template to support Under 10% Project Partners to clearly state the tobacco management policies and positions of the service.
- **Legislation and Policies** - This document provides information on legislation and policies relevant to development of a workplace tobacco management policy for health and community services in the ACT.
- **Nicotine Replacement Therapy** - This document informs Under 10% Project Partners about nicotine replacement therapy (NRT) and what resources are available for workers.
- **Nicotine Replacement Therapy Registration Form** - This document outlines the policy and procedures for workers from Under 10% Project Partner services to access subsidised nicotine replacement therapy (NRT).
- **Under 10% Project Partner Survey** - The survey aims to: assess the needs, barriers and enablers for successfully implementing workplace tobacco management policies; support

monitoring implementation progress and the impacts of initiatives that may have been introduced.

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