

SELF-MONITORING PROGRAMME

Tobacco products, electronic cigarettes and refill containers, tobacco-free nicotine products and public beer (folköl)

This document is machine translated through eTranslation Digital Europe Language Tools provided by the European Commission. It is the Swedish version of the document that applies. The municipality is not responsible for errors in the translation.

This template has been developed by the municipality. It is intended to be a support for those who are going to do their own self-monitoring program. If the template does not suit your business or lacks something that is important to your store, you should develop your own self-monitoring program. Keep in mind that it is you as an entrepreneur who is responsible for keeping up to date if there are new rules. Tick the boxes that apply to you. Make sure to include routines for possible sales via the internet. The self-monitoring programme can be submitted in Swedish or English.

It is important that the self-monitoring program meets the requirements of the law and is:

- ➡ up to date
- ➡ anchored by the staff
- ➡ adapted to the business.

The self-monitoring program is sent by e-mail or post to:

E-mail: alkoholtobak@sala.se

Post: Sala kommun, Alkohol- och tobaksenheten, Box 304, SE-733 25 Sala.

Owner

Company name	Organisation number
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Point of sale, web address or equivalent

Name of shop, website or other point of sale	Street address (shop, warehouse)
Postal code and city	E-mail address
Website address	Approximate number of employees
Contact person	Phone number

The self-monitoring programme applies to these products

<input type="checkbox"/> Tobacco	<input type="checkbox"/> E-cigarettes and refill containers	<input type="checkbox"/> Tobacco-free nicotine products	<input type="checkbox"/> Folk beer
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Procedures for staff training

It is the entrepreneur who is responsible for ensuring that the staff have the knowledge and conditions to be able to comply with the laws. Procedures should therefore be in place for how and how often staff should be informed and receive the necessary support. This can be done at staff meetings, via information sheets, internal training, external training, intranet etc.

Describe how often and how staff are informed and trained about the age verification requirement and other provisions of the self-monitoring programme:
<input type="checkbox"/> The self-monitoring programme is always available to staff, please write the location: <input type="text"/>
<input type="checkbox"/> We document when staff are trained, please provide documents: <input type="text"/>
<input type="checkbox"/> We inform staff that the municipality is making control purchases.
<input type="checkbox"/> We make our own check purchases to ensure that age checks work.
Other

Update of self-monitoring programme

It is the entrepreneur's responsibility to keep the self-monitoring programme up to date and ensure that the procedures are followed.

<input type="checkbox"/> Checks that the self-monitoring programme is up-to-date and complies with the rules <input type="text"/> once/times per year. <input type="checkbox"/> We update the self-monitoring program in the event of significant changes in the store, changes in the range of goods, new rules, new practices, etc. <input type="checkbox"/> We take action if we find that the self-monitoring programme is not working as intended, please indicate where actions are documented:
We note below when the program was last checked and by whom:
Other

Age verification

Anyone who buys any of the products must be at least 18 years old. The person at the checkout should check the age of the person who buys. It can be difficult to determine the age of the buyer. Therefore, identification should always be checked in case of uncertainty. For example, you can check anyone who looks younger than 25 years old. If there is particular reason to believe that someone is buying products for a person under the age of 18 (trafficking), do not sell. It is a crime to sell to a minor or in case of suspicion of dealing to a minor.

<input type="checkbox"/> If the customer cannot prove that he or she is over the age of 18, we will refuse the purchase. <input type="checkbox"/> If the customer does not show identification upon request, we will refuse the purchase. <input type="checkbox"/> We check identification if the customer appears to be under <input type="text"/> years. <input type="checkbox"/> If we have reason to believe that the customer will hand over the product to someone under the age of 18, we will refuse the purchase. <input type="checkbox"/> We have a table with the year of birth at the checkout to facilitate the staff's identification check.
Describe other age verification procedures for those working in the cash register.
If you sell tobacco and nicotine products over the <u>internet</u> , please describe how you check the age at which products are sold and dispensed.
If you have a <u>vending machine</u> , please describe how you check the age of sale and delivery of products, describe where the vending machine is located in the shop and how you keep it under control.
Describe how you follow up on how the staff handles the age verification requirement:
Describe how you handle problematic situations, for example if the buyer cannot or does not want to show identification:

Age limit sign

To inform about the age limit, you must have at least one clear and clearly visible sign at the point of sale. Signs shall be placed at the counters in order to comply with the requirement to be clearly visible. However, we would like you to also have information about the age limit where the goods are placed and at entrances. Decals can be ordered on the Public Health Agency of Sweden's website.

Decals are placed in the shop in the following places:

Marketing of tobacco products, electric cigarettes and refill containers, tobacco-free nicotine products

Advertising and marketing rules differ between tobacco products, tobacco-free nicotine products, e-cigarettes and refill containers, and public beer. Common rules are that marketing must not target children or young people, not be visible outdoors, not be intrusive, outreach or encourage use, nor constitute a dominant element. Customers may not be offered free samples, discounts, contests or the like. Reference to the taste of the product may only be made where justified by the consumer's need for product information.

For tobacco and similar products, all marketing is **prohibited**. Certain notices are allowed at the point of sale in connection with where the products are sold, such as neutral information that you sell tobacco products, product lists and price lists.

For tobacco-free nicotine products, marketing must be **particularly moderate**. For e-cigarettes and refill containers, marketing must not be **misleading or aggressive**. For these products, certain notices at the point of sale in connection with where the products are sold are permitted, which are not intrusive, outreach or encouragement to use such products.

- We check that there is no marketing for tobacco products and similar products in our store.
- We check that the marketing of tobacco-free nicotine products is particularly moderate.
- We check that the marketing of e-cigarettes and refill containers is not misleading or aggressive.
- We check that no marketing is intrusive, outreach or incitement to use.
- We check that the description of the taste of the products complies with the rules.
- We check that the marketing is not specifically targeted at or depicting children or young people under the age of 25.
- We check that marketing is not a dominant element.
- We ensure that customers are not offered free samples, discounts, contests or the like in the store.

The commercial communications that we deem to comply with the current rules are as follows and are located:

Other

Labelling and product presentation of tobacco products, electric cigarettes and refill containers, tobacco-free nicotine products

Unit packets of tobacco products shall bear a unique identifier and a security feature. If the packaging does not bear an identity and security mark, the tobacco product may not be sold to the consumer.

The products sold in the store must have the warnings and information about the products that the law requires.

For tobacco, for example, cigarette packets must have a general warning, an information text and a health warning with a picture, which also includes the number of the Stop-Smoking Line.

For e-cigarettes, for example, the packaging information of the products must be reviewed so that the amount and concentration of the nicotine liquid complies with current rules.

- We check that our suppliers are authorized to sell products to us.
- When we bring in new products, we check the current rules on the Public Health Agency of Sweden's website.
- When we bring in new products, we check that they are approved for sale in Sweden.
- We check the labelling of tobacco products on arrival.
- We check the identity and security markings on unit packets of tobacco products.
- We check that the products we sell have the right amount in the packaging, and do not exceed the amount or strength that is legal.
- We check that packages of tobacco-free nicotine products and e-cigarettes are correctly labelled with the content declaration in Swedish.
- We check that e-cigarettes and refill containers also have an information sheet in Swedish.
- We check that e-cigarettes and refill containers are child- and tamper-proof, protected against damage and leakage and have a mechanism that ensures refilling without leakage.
- If we discover products with defects, we remove them and notify the supplier.

Other

Special rules for public beer (folköl)

Folk beer may not be sold to anyone who is noticeably intoxicated. Folk beer may also not be sold if there is a special reason to think that someone is buying folk beer for a person who is noticeably drunk. The marketing of public beer must not be intrusive, outreach or encourage additional purchases.

- We refuse the purchase if the customer is noticeably drunk.
- We refuse to buy if there is special reason to believe that the customer is buying out for significantly intoxicated people.
- We do not have any public beer marketing that calls for more purchases, such as 'Buy two, pay for one'.

Other

Other routines, digital support, intranet etc.

Describe what other routines, instructions, forms, etc. you have to support the staff.

If you refer to routines etc. in addition to what has been described above, they need to be described here.

Perhaps you have access to information and routines in, for example, digital support systems, intranets, etc.

This information and routines need to be submitted to the municipality together with this self-monitoring programme. You can add them as attachments.

- We use digital support. Write what the system is called and who produced the material:

Other