

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Tobacco-Free Campus**EFFECTIVE DATE:** July 1, 2014**PURPOSE**

The purpose of this policy is to create a healthy and sustainable environment for the entire College community by becoming 100 percent tobacco free. Guidelines are provided for the implementation of a policy prohibiting tobacco use on all campuses and centers of Southwest Tennessee Community College

**BACKGROUND**

There is considerable evidence that concentrations of smoke are harmful to non-smokers as well as smokers. Findings of the Surgeon General indicate that tobacco use in any form, active and passive, is a significant health hazard. Southwest Tennessee Community College has a responsibility to its employees and students to provide an atmosphere that is consistent with the College's commitment to promote healthy lifestyle choices within an environment that encourages wellness. As part of this commitment, the College will become a tobacco-free campus as of July 1, 2014.

The Tobacco-Free policy is intended to eliminate exposure to second-hand smoke, provide an environment supportive of tobacco-free lifestyles, and eliminate the environmental impact of cigarette litter. It applies to all faculty, staff, students, visitors and contractors and their employees.

**POLICY**

Effective July 1, 2014, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes and any other tobacco products) by anyone including students, staff and visitors, contractors and their employees are permitted only in private vehicles.

The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes or any other tobacco products) is prohibited:

- a. In the interior spaces of the College's campuses
- b. On all outside property of the College's campuses or spaces being used by or on behalf of the College, including partially enclosed areas such as walkways and bus shelters
- c. In College vehicles, including vans and all other College vehicles or vehicles being used for College purposes
- d. In all indoor and outdoor athletic facilities being used by or on behalf of the College.

Littering the campus with remains of tobacco products or any other disposable product is prohibited.

Organizers and attendees at public or private events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using College facilities will be required to abide by the tobacco-free policy and procedure. Organizers of events are responsible for communicating the policy to attendees and for enforcing the policy.

## **PROCEDURE**

### **A. Education and Awareness**

The implementation of this policy is augmented by an education and awareness campaign that may include but not be limited to:

1. Notification to prospective students and staff/faculty hires
2. Informational meetings, postings, and email notifications
3. Publications in staff/faculty human resources manuals, student guides and handbooks, and appropriate websites
4. Educational campaigns employing classmates and colleagues
5. Ongoing smoking cessation programs
6. Establish culture of compliance through peer oversight.

### **B. Communication of Policy**

Signs bearing the message “Tobacco-Free Campus” will be posted at each of the College’s vehicular and pedestrian entrances (as applicable), and each building will display a decal that states “Tobacco-Free Facility.” However, tobacco-free zones apply to the grounds around all College campuses whether or not signs are posted. No ashtrays or smoking shelters will be provided on campuses of Southwest Tennessee Community College.

### **C. Tobacco Cessation Programs**

The College is committed to supporting all students and employees who wish to stop using tobacco products. Assistance to students, faculty and staff to overcome addiction to tobacco products is available through Human Resources. Referrals to cessation services are encouraged.

### **D. Compliance**

Adherence to the policy cited is the responsibility of all Southwest Tennessee Community College students, faculty, staff, contractors and visitors. It is expected that all students, faculty, staff, contractors and visitors comply with this policy. Members of our campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance.

Campus Police/Public Safety staff will also be responsible for reminding any faculty, staff, student, visitor, contractor or guest who is using tobacco on College property about the College’s Tobacco-Free Policy. Campus Police/Public Safety may also ask to see identification of faculty, staff, students, visitors and contractors and complete an incident

report for anyone who is found violating the College's policy. Incident reports for students will be sent to the Office of Student Activities and Multicultural Affairs for processing. Reports for employees will be sent to Human resources for processing through the employee disciplinary process. Visitors may be excluded from College campuses for repeat violations.

There will be four levels of offenses with a requirement that a cited student or employee attend an educational program or seek assistance for cessation, in addition to the penalties listed below:

First Offense – letter of concern

Second Offense – letter of reprimand

Third Offense – letter of reprimand

Fourth Offense – termination of employment /enrollment/banned from campus, based on the respective disciplinary code.

Source: Vice President for Financial and Administrative Services: 2-10-14