

## Smoke and Tobacco-Free Campus Policy Template Career & Trade School

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*This policy is an example of best practice language for a 100 % smoke and tobacco-free campus.*

### SUMMARY

Whereas, [INSTITUTION] supports the findings of the US Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. [INSTITUTION] further recognizes that secondhand smoke has been classified as a Group A carcinogen by the United States Environmental Protection Agency (EPA) and smoking and the use of tobacco products on campus grounds is detrimental to the health and safety of everyone. [INSTITUTION] supports an environment where students, employees, contractors, vendors and visitors are not exposed to the harmful effects of secondhand smoke and are supported in efforts to live tobacco-free.

### POLICY STATEMENT

Therefore, [INSTITUTION OF HIGHER EDUCATION] is dedicated to providing its students, staff, faculty and visitors with a safe and healthy environment [INSTITUTION] is a 100 percent smoke and tobacco-free campus, effective [DATE].

This policy prohibits smoking and tobacco use:

- In all owned or leased and affiliated buildings.
- On all owned or leased grounds.\*
- At all sponsored events– both indoor and outdoor.
- In all owned, leased or rented vehicles.
- In all personal vehicles parked on [INSTITUTION] owned, leased and affiliated property.

*\*In the scenario where [INSTITUTION] does not own or lease property outside of the building; it is encouraged to include a statement prohibiting [INSTITUTION] students and employees from smoking and the use of tobacco within 20 feet of any building entrance, window, loading dock, or ventilation system.*

The smoke and tobacco-free campus policy applies to all students, employees, contractors, vendors and visitors. Organizers of, and attendees at, public events, including but not limited to, conferences, meetings, lectures, social events, and/or cultural events using [INSTITUTION] owned, leased and affiliated property are required to abide by this smoke and tobacco-free policy.

In addition to prohibiting smoking and tobacco use and to best support smoke and tobacco-free lifestyles, [INSTITUTION] prohibits:

- The sale or free distribution of all tobacco products and paraphernalia on campus or at any sponsored events.
- The advertising and promotion of smoking or tobacco products on any owned, leased and affiliated property.
- The advertising and promotion of smoking or tobacco products in all electronic or printed publications.
- Accepting money or goods from smoking, tobacco or Electronic Nicotine Delivery System (ENDS) companies.
- All donations from the tobacco industry. [INSTITUTION] divests itself of tobacco company stock.

- Smoking or tobacco use for educational or theatrical purposes.
- Littering the remains of smoking or tobacco products or packaging on any owned, leased and affiliated property.

## DEFINITIONS

- A. "Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.
- B. "Tobacco" is defined as all tobacco-derived or containing products, including but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco; and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to, electronic nicotine delivery systems, e-cigarettes, e-cigars, e-hookahs, vape pen or any other product name or descriptor. Or the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy. This does not include products specifically approved by the US Food and Drug Administration (FDA) for the purpose of cessation or nicotine replacement therapy.

## PROCEDURES

This policy will be communicated through **[list methods]**.

Examples of Communication Procedures:

- Smoke and tobacco-free signs posted at all campus entrances, throughout facilities and other key locations
- Student, employee and community education including
  - campus website
  - campus-wide announcements/email
  - social media
- Policy statement in training manuals and handbooks
- New student and new employee orientation
- Through campus admissions for prospective students
- Interview process for prospective employees

The success of this policy depends on the thoughtfulness, consideration, and cooperation of everyone. It is the responsibility of all members of [INSTITUTION] campus community to comply with this policy.

Information regarding smoking and tobacco cessation resources will be made available for smokers and tobacco users who are interested in quitting.

## EXAMPLES OF ENFORCEMENT & VIOLATIONS

Everyone is required to comply with [INSTITUTION]'s smoke and tobacco-free policy. Enforcement of this policy is viewed as the shared responsibility of all those in the campus community. The primary goal is to achieve voluntary compliance by educating students, faculty, staff, contractors, vendors and visitors about the policy and providing smoking cessation assistance to those who seek it.

- Members of the community who see individuals using tobacco on the [INSTITUTION] campus are asked to politely inform these individuals that [INSTITUTION] policy prohibits smoking and the use of tobacco anywhere on campus grounds\*\*. Communication should be polite, brief, educational and non-confrontational.

*\*\*Or within 20 feet of any building entrance, window, loading dock, or ventilation system.*

Examples of Enforcement and Violation Strategies:

- Reminder cards with [INSTITUTION]'s smoke and tobacco-free messaging are available to hand out. Cards are available at [list locations].
- It should be noted that violation of this policy could result in disciplinary actions. Directors, Managers and Supervisors should inform all employees and students of this policy and expected compliance. Blatant and chronic violations of this policy by students or employees will be subject to disciplinary protocols as outlined in [note location].
- Violations of this policy will follow appropriate conduct and/or discipline procedures. [List disciplinary procedures].
- Everyone is responsible for following and enforcing the policy. Problems should be brought to the attention of the appropriate supervisor or administrator. Violations of this policy will be handled through the established disciplinary procedures for employees and students.

## REFERENCES

- American College Health Association, [Position Statement on Tobacco on College and University Campuses](#), November 2011
- [Surgeon General Reports on Smoking and Tobacco Use](#)
- [Breathe Easy Coalition of Maine](#)