

TUSKEGEE UNIVERSITY

University Policy: Tobacco Free Policy

Policy Category: Administration

Subject: Tobacco Free Policy

Office Responsible for Review of this Policy: The entire University community

I. SCOPE

This policy applies to all Tuskegee University employees, students, contractors, vendors, recruits, and visitors.

II. POLICY STATEMENT

It is the policy of Tuskegee University that smoking and the use of all tobacco products are prohibited on all campus sites and properties owned and/or leased by Tuskegee University. This includes all grounds of Tuskegee University to include, but not be limited to, parking lots, personal vehicles and other properties. In addition, tobacco products will not be sold within the university.

III. PURPOSE

The purpose of this policy is to create a safe and healthy environment for Tuskegee University's students, employees, visitors, contractors, volunteers, vendors and all others by prohibiting the use of all tobacco products on the campus of Tuskegee University, and sites/properties.

IV. TO WHOM THIS POLICY APPLIES

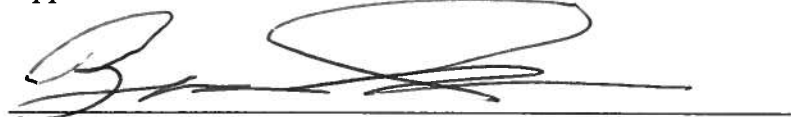
This policy applies to the entire University community.

V. EFFECTIVE DATE

This policy is effective immediately.

VI. SIGNATURE, DATE, AND APPROVAL

Approved:

A handwritten signature in black ink, appearing to read 'Brian L. Johnson', is written over a horizontal line. The signature is stylized with large, sweeping loops.

Brian L. Johnson, PhD
President

Date Approved:

TOBACCO FREE POLICY

I. INTRODUCTION

Tuskegee University is committed to providing a healthy and safe environment for all students, faculty and staff. This new policy, which will go into effect on September 2, 2014, will prohibit smoking and the use of all tobacco products within all University buildings, parking lots, structures, walkways, indoor and outdoor athletic facilities, University vehicles, worksites and grounds and any vehicles on campus regardless of ownership. The health care and health education programs of the University perform an important function by demonstrating and promoting healthy lifestyles through activities such as curtailment of the use of tobacco products.

II. DEFINITIONS

- A. "Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or pipe. "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
- B. "Tobacco Products" such as all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes and smokeless tobacco products (e.g. chewing tobacco and snuff).
- C. "Members of the University Community" include its faculty, staff, students, volunteers, vendors, customers and visitors.

III. POLICY

- A. This policy applies to all Tuskegee University employees, students, contractors, vendors, recruits and visitors.
- B. The use of all tobacco products is **prohibited** on all property that is owned, operated, leased, occupied or controlled by the University. "Property" for the purposes of this paragraph includes buildings and structures, grounds, parking lots, non-public walkways, sidewalks and vehicles, as well as personal vehicles in these areas.
- C. Tuskegee University will provide a variety of wellness initiatives to assist students, faculty, and staff to achieve nicotine independence and smoking cessation.

IV. IMPLEMENTATION

Authority for enforcement of this policy is vested in the Deans of Colleges, Department Chairs, Supervisors, Faculty/Staff, Dean of Students, Athletic Director or their designee, the Tuskegee University Police Department, in conjunction with the Tuskegee University Policy Committee.

V. COMPLIANCE

Violation of this policy may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures or other applicable University Regulations or Policies. Visitors refusing to comply may be asked to leave campus.

TOBACCO FREE IMPLEMENTATION GUIDELINES

Effective September 2, 2014, Tuskegee University will create a tobacco free campus that encompasses the entire Tuskegee University campus and all properties owned, operated, leased, or controlled by Tuskegee University. These guidelines are intended to assist Faculty/Staff, Administrators and students in the implementation of this policy change.

Violation of the policy is defined as using *any* tobacco products, including **e-cigarettes** and other non-combustible tobacco products, within the prohibited areas.

Successful implementation of the Policy will engage everyone in creating a culture of compliance. Faculty/staff and students will be given information and communication about the policy. Through a variety of communication venues, the University will courteously remind any faculty/staff, student, visitor, vendor or contractor violating the Policy that Tuskegee University prohibits the use of all tobacco products on the Tuskegee University property.

Authority for enforcement of this policy is vested in the Deans of Colleges, Department Chairs, Supervisors, Faculty/Staff, Dean of Students, Athletic Director or their designee, the Tuskegee University Police Department, in conjunction with the Tuskegee University Policy Committee. They are responsible for responding to reported violations of the Policy.

I. EMPLOYEES

Employees are defined as persons employed by Tuskegee University (faculty, staff, student and temporary). All Tuskegee University employees will be informed of Tuskegee University Tobacco Policy. An employee who violates the Policy will be subject to corrective action under the Human Resources Policies and Procedures or other applicable University regulations or policies. Employees on the Tuskegee University Campus may also be referred to the Office of Human Resources for access to wellness programs or other programs to manage symptoms and/or treat tobacco dependence as appropriate.

II. STUDENTS

During the admission and enrollment process, all students will be informed of Tuskegee University Tobacco policy and receive informative materials relating to the policy. Students on the Tuskegee Campus may also be referred to the Tuskegee University Student Health Center for access to smoking cessation treatment programs or other programs to manage symptoms and/or treat tobacco dependence as appropriate.

- A. **Undergraduate and Graduate Students** Undergraduate and Graduate Students who violate the Policy will be reported to the Dean of the appropriate college or the Dean of Students. Students who violate the Policy in student housing areas will be reported to the Office of Residence Life. Students who violate the Policy will be subject to corrective action according to the applicable disciplinary code (i.e. the Oracle).
- B. **Dual Student/Employee Status** Some students, such as Graduate Teaching Assistants or Graduate Assistants, may have dual status as a student and an employee. These students who violate the policy should be reported to the Dean of their college, or the Dean of Students. These students may be subject to corrective action according to the applicable disciplinary code, the Human Resources Policies and Procedures or other applicable Tuskegee University regulations or policies.

III. CAMPUS VISITORS AND GUESTS

Visitors and Guests will be notified of this policy through campus signage, notification on the Tuskegee University website and notification provided by the University department that is responsible for their visit. Visitors and guests who pre-register for a visit will be informed of the Tobacco free policy at the time of registration or prior to the visit. Tobacco use violations by any person will be reported to the University department that is responsible for their visit. Guests and visitors who violate the Policy may be asked to leave campus.

IV. VENDOR AND CONTRACTS

Vendors and contractors will be informed of Tuskegee University Tobacco Policy in the bid or contract documents. Violations of the Policy by vendors or contractors or any of their employees or agents, including subcontractors, will be considered a breach of contract.

Tobacco used by a vendor or contractor will be reported to the appropriate campus contact, such as the Physical Plant Division, Purchasing, Project Managers, Food Services, etc. The name or description of the individual and location should be provided. Follow up will be handled by the Facility Project Manager.