

No food or drink is allowed in classrooms or labs/shops at any time except on a special occasion with prior approval from the instructor. No food or drink is allowed in any computer lab. The Student Center located on each campus is provided for this function. Instructors are directed to enforce this policy in their classes and shops/labs.

SMOKING

Pursuant to State law, it is the official policy that Trenholm State is tobacco free. Therefore, smoking (including e-cigarettes) or chewing will not be allowed in any building or in any College vehicle. Students will not be excused to leave class to smoke. This policy is to be enforced by all faculty and staff. Smoking or use of e-cigarettes within 30 feet of any campus building is prohibited.

Designated Areas for Tobacco Use:

Trenholm State Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the College to establish designated tobacco use areas on its campuses. Consequently, the use of tobacco products and e-cigarettes is prohibited except in designated locations.

Designated locations are as follows:

- Trenholm Campus: Behind the A/B building in area where cement tables are located
- Patterson Site: Central courtyard between buildings, B,C, and E in grassy area and behind building L.
- Library Tower and JDEC: Rear parking lot
- Culinary Arts and Truck Driving: No less than 50 feet from the building

For the purposes of this policy, a "tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, including e-cigarettes and any other smoking product, as well as smokeless or chewing tobacco, also known as dip, chew, snuff or snus, in any form. All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times.

Any visitor or contractor found to be violating this policy shall be asked to discontinue the

disallowed activity and any failure by a visitor or contractor to discontinue the disallowed activity after being requested to do so shall result in the visitor or contractor being escorted off the College premises by campus police.

DRUGS AND ALCOHOL

Purpose

In compliance with the Drug-Free Workplace Act of 1988, Trenholm State Community College (Trenholm State or College) has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse poses a threat to the health and safety of Trenholm State employees and to the security of the College's equipment and facilities. For these reasons, Trenholm State is committed to the elimination of drug and alcohol use and abuse in the workplace.

Scope

This policy applies to all employees and all applicants for certain regulated positions of Trenholm State. The Office of Human Resources is responsible for policy administration.

Employee Assistance

Trenholm State will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other college policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of