

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP- 3235.0

FOR POLICY NUMBER: BP – 3235

TOBACCO AND ALTERNATIVE NICOTINE PRODUCTS USE PROCEDURES

1. PROCEDURE SUMMARY STATEMENT

Northeast Community College is committed to providing and maintaining a tobacco-free learning and working environment that is respectful and healthy for its students, faculty, staff, and visitors.

2. DEFINITIONS

- 2.1 College Property – Property and facilities that are owned, leased, or controlled by the College including, but not limited to, grounds, green spaces, parking lots, buildings, offices, student housing, dining halls, commons areas, outdoor shelters, vehicles, etc.
- 2.2 Tobacco and Tobacco Substitutes – For the purpose of this procedure, “tobacco” is defined as all tobacco and alternative nicotine products, including but not limited to, cigarettes, cigars, pipes, electronic cigarettes, vapor products, oral tobacco (e.g., snuff, snus, chew, smokeless) and nasal tobacco or other products intended to imitate tobacco or deliver nicotine. Cessation devices are the only exception.
- 2.3 Cessation Devices – Approved products for cessation by the U.S. Food and Drug Administration.

3. PROCEDURE

- 3.1 Northeast Community College supports a healthy, sustainable environment and prepares our students for tobacco-free workplaces. Therefore, the use of tobacco is prohibited in all College facilities and on all property of the College, including College vehicles. This tobacco prohibition includes campus student housing and applies to any person on College grounds, whether he or she is a member of the College community or not. This policy also applies to college sponsored student activities off-campus.
 - 3.1.1 All tobacco and tobacco substitutes used, with exception of cessation devices, must be properly disposed and removed from the person prior to entering any College property. It is requested that all unused tobacco products be stored out of sight. The College encourages students, staff, faculty, and visitors to respect private property bordering all College locations, and refrain from trespassing for the purpose of consumption of tobacco and tobacco substitutes.

- 3.1.2 Students, faculty, staff, volunteers or college guests who witness an individual using tobacco and tobacco substitutes on college property are encouraged to respectfully explain that its use is not allowed.
 - 3.1.3 Employees and volunteers who have been notified of the policy, and fail to comply, should be reported to their supervisor.
 - 3.1.4 Students who have been notified of the policy, and fail to comply, should be reported to the Director of Student Conduct.
 - 3.1.5 Members of the general public, guests, visitors and/or vendors who have been notified of the policy, and fail to comply, should be reported to the event host.
- 3.2 The sale, distribution, advertising, or sponsorship of tobacco products is prohibited on College property.

3.3 Distribution

This procedure will be:

- 3.3.1 Included with registration and orientation information provided to students
 - 3.3.2 Communicated to all prospective employees and students
 - 3.3.3 Communicated to newly hired employees during employee orientation
 - 3.3.4 Announced in various College publications
 - 3.3.5 Posted on the College website
 - 3.3.6 Communicated to all vendors, contractors, and event sponsors
 - 3.3.7 Announced via internal and external signage to visitors, event attendees, and the College community
- 3.4 Support and Education
- 3.4.1 Successful implementation of this procedure requires the courtesy, respect, and cooperation of all members of the Northeast Community College community.
 - 3.4.2 All members of the College community will comply with this procedure in a courteous, respectful, and cooperative manner and contribute to the effort of educating others about this procedure.
 - 3.4.3 Northeast facility schedulers and event sponsors will communicate this procedure to event hosts and attendees, and, if needed, require event hosts to take corrective action to ensure compliance.
 - 3.4.4 Northeast Community College understands the addictive nature of tobacco use and the reality that breaking the habit is extremely difficult for some people. The College will make reasonable efforts to assist and encourage those who wish to stop the use of tobacco and tobacco substitutes.

3.4.5 Educational programming, cessation support mechanisms, and other resources are available to the College community through Student Health Services and Human Resources.

4. APPLICABILITY

ISSUE DATE: 10/25/2017

EFFECTIVE DATE: 10/25/2017

REVISION DATE(S): 06/09/1988 (item #5095); 06/18/1992 (item #6220); 12/14/1995 (item #7416); 03/13/1997 (item #7957); 03/14/2002 (item #9086); 02/10/2011 (item #10778); 03/01/2014; 07/10/14; 10/25/2017

PRIOR POLICY/PROCEDURE NUMBER: 2075.a

SCHEDULE FOR REVIEW: 2022

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: none

PROCEDURE KEY WORDS: tobacco; smoking