



## TOBACCO –FREE CAMPUS POLICY

Area:	Campus Wide	Number: 2805
Subject:	Tobacco- Free Campus Policy	Issued: September 2014
Applies To:	All University Facilities & Grounds	Revised:
Sources:	USG Board of Regents Policy 9.1.7	Updated:
		Reviewed:
Responsible Party:	Office of the President	Page(s): 1 of 6

### **Purpose**

The purpose of the policy is to effect a smoke- and tobacco-free campus in accordance with the mandate of the Board of Regents of the University System of Georgia.

### **Policy**

The Board of Regents of the University System of Georgia adopted a smoke free and tobacco free campus policy to make all USG institutions tobacco free by October 1, 2014. As of August 1st, 2014, Georgia Southern University will be a tobacco-free campus, in compliance with the Board of Regents of the University System of Georgia's [policy 9.1.7](#).

This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, employees, spectators, and visitors. All events hosted by a Georgia Southern University entity shall be tobacco-free. All events hosted by outside groups on behalf of Georgia Southern University shall also be tobacco-free.

### **Definitions:**

Tobacco Product means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

E-cigarette means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

Georgia Southern University means any facilities and/or grounds controlled by the University, either owned by the University System of Georgia or leased by Georgia Southern University. This includes the following:

All Georgia Southern Campus Buildings and Grounds

All Georgia Southern Parking Lots

Administration Building

All Georgia Southern Dorms and Apartments

Campus Pedestrian

Campus Bus Stops

Allen E. Paulson Stadium and Grounds

Georgia Southern Golf Course

Coastal Georgia Center – Savannah

Herty – Savannah

Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or in any form. “Smoking” also includes the use of an e-cigarette which creates a 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.

### **Procedures**

Continuous communication of this policy will be through:

- Signs posted in appropriate areas throughout the university
- Notifications to admitted and potential students
- Contracts for occupants of residence halls
- Human Resource Services web site and University E-News
- E-mail communication to all employees and students
- Employee and student handbooks

- Managerial briefings to faculty and staff
- Inclusion of the policy statement in bidding documents, purchase orders and contract documents
- Other effective communication venues

A Tobacco-Free Committee shall be formed to implement the policy, obtain data on policy adherence and report on policy effectiveness. Minimally, the Committee should be comprised of members from the following constituencies on Campus:

- Human Resources (co-chair)
- Student Affairs and Enrollment Management (co-chair)
- Academic Affairs
- Student Housing
- Public Safety
- Student Government Association
- University Wellness
- Faculty representative
- Staff representative
- University Health
- Marketing
- University Counseling
- Facilities Services
- Athletics

**Guidelines:**

The Tobacco-Free Policy applies to all Georgia Southern University facilities and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco products, to include e-cigarettes, shall not be permitted in any enclosed place, including private residential space within Georgia Southern University housing and privately owned vehicles. Smoking and the use of tobacco products, to include e-cigarettes, shall also be prohibited outdoors on all Georgia Southern University campus property,

including parking lots and sports venues. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

Copies of this policy shall be distributed to all faculty and staff and shall be included with information given to all admitted students. Announcements shall also be printed in campus newspapers to insure that everyone understands the policy. Signs prohibiting smoking and the use of tobacco products shall be posted at all points of entry to the Georgia Southern University campus and at all Georgia Southern University building entrances. No ashtrays shall be provided at any location on campus. No tobacco products or paraphernalia shall be sold or distributed as samples on university grounds, either in vending machines, the student union, or any other area on campus.

Purchasing and contracting documents shall be modified to reflect the Tobacco Free Policy to vendors and contractors. Contractors shall be made aware of the Tobacco Free Policy at pre-bid, pre-construction and construction meetings.

On-site smoking cessation programs shall be made available to assist and encourage individuals who wish to quit smoking. Questions and problems regarding this policy should be handled through existing departmental administrative channels and administrative procedures.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of the campus community. All students, faculty, and staff share in the responsibility for adhering to and enforcing this policy. Violations of the policy will be treated in accordance with general campus disciplinary procedures.

In further recognition of the incompatibility of Georgia Southern University's educational mission and the promotion of tobacco products, effective August 1, 2014:

No tobacco-related advertising or sponsorship shall be permitted on Georgia Southern University property, at Georgia Southern University-sponsored events, or in publications produced by Georgia Southern University, with the exception of advertising in a newspaper or magazine that is not produced by Georgia Southern University and which is lawfully sold, bought, or distributed on Georgia Southern University property. For the purposes of this policy, "tobacco related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

**Enforcement :**

The responsibility for the enforcement and communication of this policy rests with all members of the university community. Visitors, contractors, and other individuals on campus who are in violation of the policy should be politely reminded of the policy and asked to comply by ceasing the tobacco related activity or to leave the campus. If one does not feel comfortable approaching an individual who is violating this policy, then they may complete the 'incident report form' located on the tobacco free website.

All staff, faculty, and students violating the policy should be politely reminded of the policy and asked to comply by discarding the tobacco product.

The Office of Student Conduct is the contact if a student refuses to comply ([912-478-0059](tel:912-478-0059))

That office will follow up with the student regarding the policy and available resources to include the University Health Center, cessation classes, counseling, community resources, and USG resources. Continuing violations may also result in appropriate disciplinary action under the Georgia Southern University Student Conduct Code.

- If a staff or faculty member refuses to comply with the policy, the immediate supervisor shall be notified. The immediate supervisor will follow up with the employee to remind him/her about the policy and available resources. In addition, violators will be asked to indicate that they are a tobacco user in the ADP Benefits Portal, thus paying the additional \$50 monthly tobacco surcharge. Continuing violations may also result in appropriate disciplinary action, up to and including dismissal, in conjunction with the University's progressive disciplinary process. The Department of Human Resources will be the appropriate contact for staff or faculty who refuse to comply with this policy
- If a contractor's or vendor's employee refuses to comply with the policy, the contractor's on-site manager will be notified. Continuing violations may also result in the offending contractor's or vendor's worker being banned from University property.
- If a visitor refuses to comply with the policy, continuing violations may also result in the visitor being banned from University property

Please note that University Police will not be ticketing anyone who is violating this policy; however, if any employee becomes belligerent or aggressive, then University Police should be contacted.