



College/University WellSpot Tobacco-Free Policy Sample

In order to meet the college/university tobacco policy criteria, the policy must include these elements:

- Provides rationale for tobacco use policy
- Prohibits tobacco use on college/university premises (all facilities owned, leased, or rented by the organization, including parking lots)
- Does not include designated smoking areas
- Defines tobacco to include all types of smoking and smokeless tobacco products.
- Includes smoking devices (e-cigarettes)
- Requires referrals to tobacco cessation resources
- Requires enforcement for staff violations
- Prohibits tobacco use in college/university vehicles (if applicable)
- Prohibits promotion and/or sale of tobacco products (if applicable)



Rationale

{ College/University name } recognizes the hazards caused by tobacco use on the health of our citizens; we shall implement the following policy to provide a tobacco-free environment for all students, faculty, staff and visitors of this campus.

Policy

Tobacco use is prohibited on all university property; { College/University name } owned, operated, or leased properties; and campus owned or leased vehicles. The policy applies to the use of tobacco products including smoking of cigarettes, cigars, pipes or the use of chewing or spit tobacco, electronic smoking devices (i.e., e-cigarettes, vapors), or the use of any other oral smoking device for the purpose of circumventing the prohibition of smoking and or use of other tobacco products. The use of tobacco is prohibited at university-sponsored events and at all events on campus; this includes but not limited conferences, lectures, meetings and social/cultural events. Tobacco use is also prohibited in the interior of all buildings and university residences, including dormitories, fraternity and sorority houses located on the university property. The policy is applicable to all faculty, staff and students on { College/University name } property whether they are faculty, staff, and students of { College/University name } or other faculty, staff, students, visitors, volunteers, vendors, and contractors.

Definitions

[In this section define tobacco, smoking, electronic smoking devices, property, university-sponsored events, and any other definition that would require defining within your policy]

Property is defined as areas operated by the { College/ University name }. This includes, but not limited to, the interior of all buildings, adjacent sidewalks, parking lots, landscaped areas, breezeways, sports/recreational areas, stadiums; and in vehicles owned and/or leased the { College/ University name }. Property also includes to the interior of all university residences, including dormitories, fraternity and sorority houses located on the university property.

Interior is defined as all the space between the floor and ceiling that is bounded on at least two sides by walls, doorways, or windows, whether open or closed. This includes but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, community areas, performance venues and private residential place (i.e. university residences).

University-sponsored events university-sponsored events and at all events on campus; this includes but not limited conferences, lectures, meetings and social/cultural events.

Tobacco is defined as: cigarettes, cigars, pipe, pipes or rolling tobacco, tobacco substitutes (e.g. clove cigarettes), chewing or spit tobacco, or any type of electronic smoking device. ¹²

Smoking is defined as: inhaling, exhaling, burning, carrying or possessing any lighted or heated tobacco product, including cigarettes, cigars, pipe tobacco, hookah, and other lighted or heated combustible plant material.* Smoking also includes the use of electronic smoking devices.

*Please note: this definition goes beyond state law L.A. RS 40:1300.251 et seq; "Louisiana Smoke-free Air Act"

Electronic Smoking Device is defined as any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the produce the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, vape pen, nicotine inhaler, or under any other product name or descriptor.¹²

Accountability

Faculty, Staff and Students

Shared responsibility of the {College/University Name} faculty, staff, and students to enforce the tobacco-free environment by encouraging colleagues, students, visitors, and others to comply with the policy. Faculty, staff, and students should communicate the policy with visitors with courtesy and respect. Should the faculty, staff, and students encounter difficulty with enforcing this policy, they should contact campus police and/or university administration.

University Administration

University administration are responsible for implementing and enforcing {College/University Name}'s tobacco-free environment among faculty, staff, and students. This includes ensuring faculty, staff, and students are adequately informed of the policy and of the disciplinary actions that will be taken should they not meet compliance.

Campus Police/Security

Campus Policy/Security are responsible for implementing and enforcing {College/University Name}'s tobacco-free environment among faculty, staff, and students. This includes ensuring faculty, staff, and students are adequately informed of the policy and of the disciplinary actions that will be taken should they not meet compliance.

General Policy Provisions

Copies of this policy shall be distributed to all faculty and staff and shall be included with information given to all 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 throughout all property owned, operated, or leased by {College/University name}. No ashtrays shall be provided at any location on campus. Students who violate the tobacco-free policy may be referred to the Louisiana Quit-Line (1-800-QuitNow; www.quitwithusla.org), which is a free counseling service for tobacco cessation.

Procedures

[Outline specific procedures faculty and staff, administrators, students, volunteers and vendors will follow.]

For example, new employees receiving explanation of the new policy, included within job announcements, or integrating the policy in college or university student handbooks and steps of enforcement and compliance beyond the Accountability section above. Also, include a visitors section on how your university will alert visitors to the policy such as displaying proper signage and steps of enforcement if additional explanation is needed above the Accountability and General Policy Provisions sections above.