

## NMCC Policies & Procedures

Policy#: 6125:02  
Subject: Tobacco-Free Workplace Policy  
Section: Personnel (6100-6199)  
Effective: Ongoing

Northern Maine Community College is dedicated to providing a healthy and productive work and learning environment. As encouraged by law (22 M.R.S.A. § 1580-A) and Maine Community College System Policy (806), it will be our policy to provide a tobacco-free campus effective September 1, 2014. This policy applies to all employees, students, contractors, and visitors.

“The scientific evidence indicates that there is no risk-free level of exposure to secondhand smoke.” *The Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. Atlanta, GA: U.S. DHHS CDC Office on Smoking and Health, 2006. Since the use of tobacco products is the single greatest cause of premature death and disability in the United States, and in Maine, this policy exceeds the requirements of Maine State law by banning the use of any and all tobacco products, at all times, and in all locations that comprise this campus. (*Tobacco use is defined as the smoking or use of all cigarettes, cigars, snuff, smokeless tobacco, snus, electronic cigarettes, and other non-FDA approved nicotine delivery devices.*)

The faculty, staff and administration of this college are dedicated to promoting health and wellness and recognizes that tobacco is an extremely addictive substance. The college will provide education on the impact of tobacco use with the purpose of raising awareness of the effects of tobacco use. The college will promote the use of available resources, including the Maine Tobacco HelpLine (1-800-207-1230) to assist those tobacco users who wish to cease their use of such products.

The use of all tobacco products is banned in:

- all enclosed areas where work/education is performed, as well as in all rest rooms, all meeting rooms, all dining facilities, all residence facilities, and all private offices.
- all outdoor locations, including outdoor eating areas, parking lots, and within vehicles – including personal vehicles whenever the vehicles are parked on college property.
- all college-owned and all college-leased vehicles used by employees and/or students.
- all employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons.

This college understands that tobacco is a legal product, and further recognizes that as an employer, this campus may not require that employees, prospective employees, students or prospective students refrain from tobacco use when not at work or on campus grounds.

The success of this policy will depend upon the courtesy and cooperation of both tobacco users and non-users. Everyone is responsible for following and enforcing the policy. Problems should be brought to the attention of the appropriate supervisor, faculty member or responsible administrator. Violations of this policy will be handled through the established disciplinary procedures for employees and the Student Code of Conduct for students.

Replaces Policy # 6125.01