

**UNE Tobacco and Smoke Free University Policy**  
**Approved by University Council 8-8-13**

Smoke and tobacco use in the workplace has become an important public health issue as evidenced by the many local and national initiatives plus the implementation of new policies by many colleges and universities. There is considerable evidence that smoke is harmful not only to smokers but also nonsmokers. The University of New England, as an Innovative Health Sciences University Grounded in the Liberal Arts, strives to provide a healthy learning and work environment. Every student, employee, contractor/vendor, and visitor should be able to breathe clean air plus the right to avoid exposure to the effects of smoke and tobacco. The University of New England, therefore, establishes the following tobacco and smoke free policy.

**Policy Statement:**

Effective July 1, 2014, the University of New England will become a tobacco and smoke-free campus. Smoking of tobacco or other substances and use of all tobacco products including non-FDA approved nicotine delivery devices, such as electronic cigarettes will not be permitted anywhere and anytime on the University campuses, including in all of its parking lots, (including cars), buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, plazas, vestibules, loading docks, sidewalks, and on any other campus property, as well as within close proximity to or causing the obstruction of any building entrance, covered walkway or ventilation system.

Signs will be posted at each building's entrances and displayed in prominent, visible areas to inform all individuals entering or occupying UNE property that smoking and tobacco products are prohibited. This policy applies to all University of New England sites within and outside Maine.

The UNE Community will fully implement this policy related to smoking and tobacco use. All vendors and contractors retained by UNE will ensure that this policy is implemented when their employees are visiting or working on UNE property.

**Compliance**

This success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. It is the responsibility of all members of the University Community to comply with this policy.

Conflicts among employees related to smoking should be brought to the attention of the appropriate supervisory personnel and, if necessary, referred to the Office of Human Resources. Conflicts among students should be referred to the Judicial Affairs Office for Student Affairs or if the conflict occurs outside of business hours, the conflict should be referred to the UNE's offices of Campus Safety and Security.

Members of the UNE community alleged to be smoking in University facilities or on University property in violation of this policy may be subject to disciplinary action through the applicable process. Students alleged to be violating the policy are subject to disciplinary action through the appropriate student judicial process. Visitors, including vendors, contractors and any service

providers, will be subject to whatever remedies are available to the University up to and including exclusion from UNE property.

In accordance with the applicable law and UNE policy, any individual can voice objections to smoke that gathers in any smoke-free area without fear of retaliation.

**Frequently Asked Questions (FAQs):**

**Why have a “smoke-free/tobacco-free” campus environment?** Secondhand smoke, also known as environmental tobacco smoke, is a Class A carcinogen. Its detrimental effects on health are well established and include triggering asthma attacks, causing lung cancer, and causing cardiovascular and other lung diseases. Attempts to eradicate exposure to secondhand smoke through limiting smoking to enclosed spaces or outside entrance areas and sidewalks is ineffective because smoke can easily travel through open doors, through heating and air circulation vents, people must walk on sidewalks through the smoke of others, and smoke easily travels outside any established boundaries or designated areas. Additionally, chewing tobacco and snuff are associated with oral cancers.

(**Note:** Source for Health Effects of Tobacco:

[http://www.cdc.gov/tobacco/data\\_statistics/fact\\_sheets/health\\_effects/effects\\_cig\\_smoking/index.htm](http://www.cdc.gov/tobacco/data_statistics/fact_sheets/health_effects/effects_cig_smoking/index.htm) )

**Why should the University of New England Community be concerned about smoking?** UNE has a responsibility to its students and employees to provide a healthful environment. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitute a significant health hazard. In addition to causing direct health hazards, smoking contributes to college costs in other ways, including potential fire damage, cleaning and maintenance costs, and costs associated with absenteeism, health care, and medical insurance. For several years, UNE has provided a Wellness Program for its employees and students. Providing a smoke-free/tobacco-free campus is another example of UNE’s commitment to student, visitor, and employee wellness. (**Note:** Source for Health Effects of Secondhand Smoke:

[http://www.cdc.gov/tobacco/data\\_statistics/fact\\_sheets/secondhand\\_smoke/general\\_facts/index.htm](http://www.cdc.gov/tobacco/data_statistics/fact_sheets/secondhand_smoke/general_facts/index.htm))

**What role does UNE in addressing this public health concern?** The administration has a responsibility to provide a healthy environment for every one of its students and employees. By eliminating smoking on campus, all students, faculty, and staff will be protected from secondhand smoke, a known 200 carcinogen. A smoking ban does not take away individuals’ rights to smoke, rather it eliminates smokers’ risks of harming others. UNE is invested, not only in academic achievement, but also in developing life skills that will promote individual and civic wellness. Colleges and universities prepare students to cope with the reality of living situations. One emerging reality is that fewer and fewer spaces permit smoking and tobacco use. In growing numbers, worksites, restaurants, public buildings, shopping malls, healthcare and transportation facilities are 100% smoke-free. There are some employers that will not hire smokers. (**Note:** Source for Health Effects of Tobacco:

[http://www.cdc.gov/tobacco/data\\_statistics/fact\\_sheets/health\\_effects/effects\\_cig\\_smoking/index.htm](http://www.cdc.gov/tobacco/data_statistics/fact_sheets/health_effects/effects_cig_smoking/index.htm) )

**Why is UNE taking away my right to smoke?** UNE is not taking away your right to smoke. UNE is not requiring you to quit smoking. You may continue with your choice to smoke but not on UNE

property. With this policy, UNE has the opportunity to effectively educate and promote our campus community's commitment to a healthier lifestyle

**Will there be cessation programs available for students, faculty and staff?** Yes. A study completed by the Centers for Disease Control and Prevention, Management of Nicotine Addiction notes that 70% of current smokers want to quit smoking. With that in mind, UNE is committed to providing assistance to all students, faculty and staff who want to quit using tobacco. Cessation information and programs will be listed on the UNE website and UNE will co-sponsor programs with campus groups. The Student Health Services has professionals trained as smoking cessation specialists available for students. Through the Office of Human Resources, information and programs are available for those in need of assistance.

**What will happen if a person or group is discovered smoking?** The process of achieving a smoke-free/tobacco-free environment takes time and patience. UNE believes that self-enforcing will become part of the norm and behavior will be similar to seat belt laws. Students, faculty, staff, contractors, and visitors will come to recognize the value of this policy and will chose to comply with the policy. It will be the intent of UNE to encourage all individuals, both smokers and non-smokers alike, to cooperatively work together in the implementation of the Board of Trustees policy.

The success of UNE's smoke-free/tobacco-free environment policy relies on the consideration and cooperation of smokers and non-smokers, so please pitch in and help keep our University sites remain beautiful, clean and healthy for everyone.

American Cancer Society	1-800-227-2345	<a href="http://www.cancer.org">www.cancer.org</a>
American Lung Association	1-800-586-4872	<a href="http://www.lungusa.org">www.lungusa.org</a>
Nicotine Anonymous	1-415-750-0328	<a href="http://www.nicotine-anonymous.org">www.nicotine-anonymous.org</a>
American Heart Association	1-800-242-8721	<a href="http://www.americanheart.org">www.americanheart.org</a>
National Cancer Institute	1-800-4Cancer	<a href="http://www.cancer.gov">www.cancer.gov</a>
Maine Center for Disease Control & Prevention	1-800-537-5666	<a href="http://www.maine.gov/dhhs/mecdc/population-health/hmp/ptm/">http://www.maine.gov/dhhs/mecdc/population-health/hmp/ptm/</a>
U.S. Public Health Service	1-800-358-9295	<a href="http://www.surgeongeneral.gov/tobacco">www.surgeongeneral.gov/tobacco</a>
American Legacy Foundation	1-800-234-7000	<a href="http://www.join-the-circle.org">www.join-the-circle.org</a>
The Maine Tobacco HelpLine	1-800-207-1230	<a href="http://www.tobaccofreemaine.org/quit_tobacco/Maine_Tobacco_HelpLine.php">http://www.tobaccofreemaine.org/quit_tobacco/Maine_Tobacco_HelpLine.php</a>
UNE Student Health Services (BC & PC)	207-602-2358 207-221-4242	<a href="http://www.une.edu/studentlife/shc/">http://www.une.edu/studentlife/shc/</a>

## **Smoke-Free and Tobacco-Free Policy Enforcement**

As University transitions to a smoke and tobacco free environment, our primary goal is to achieve voluntary compliance by educating students, faculty, staff, and visitors about the policy and providing smoking cessation assistance to those who seek it. That said, enforcement is often necessary to aid in the adoption of a new policy, and there will be an enforcement agency monitoring compliance with the policy. University Safety and Security Officers plus Resident Assistants are also authorized to issue smoking citations. Any faculty, staff, student, or visitor who does not comply with the policy is subject to the disciplinary actions listed below.

Faculty and staff who violate the policy are subject to a \$75 fine and progressive disciplinary procedures in accordance with the university's human resource policies. Supervisors will be notified of violations and will assist in the discipline process. Supervisors are expected to remind individuals of the policy and seek cooperation with compliance. Students who violate the policy are subject to a \$75 fine and disciplinary action through the Office of Student Conduct. Visitors who violate the policy will be informed that University is a tobacco and smoke-free campus. Visitors who continue to violate the policy following a warning will be escorted off-campus.

### **How You Can Aid Enforcement**

Faculty, staff and students who see individuals smoking on university grounds are asked to inform these individuals politely that university policy prohibits smoking anywhere on university grounds. This can be done verbally through conversation, or by handing the smoker one of the policy reminder cards available at the Health Center, residence hall community centers, the Office of Human Resources, and the Campus Center Information Desk. Individuals who do not feel comfortable approaching someone violating the policy can submit the area and type of violation to enforcement staff using the smoke-free reporting form available below. Individuals should not contact the University Safety and Security Department to report a violation of the policy.

- Smoke and Tobacco Free Reporting Form (See below sample online form)

### **Smoke-Free Citations**

Individuals who receive a smoking citation must pay the citation through the University Bursar's Office. Citation recipients will receive a bill.

To contest a smoking citation, the citation recipient must put in writing their reasons for contesting the citation and send it within 25 calendar days to: Smoking Citations Review Panel, c/o Administrator\_\_\_\_\_. The information will be reviewed by the Smoking Citations Review Panel and the person will be informed of the Panel's decision either by e-mail or in writing. The Panel is comprised of one student representative appointed by each student government, one staff representative appointed by \_\_, one faculty representative appointed by the University Faculty Assembly, and one Administrator, who serves as the panel's tie breaker. All decisions made by the panel are final.

# Health and Wellness

## Smoke and Tobacco-Free Campus

### Reporting Form

#### Contact Information (optional)

Your Name:

E-Mail:

Daytime Phone:

#### Violation Information:

Date of violation:

Time of violation:  am | pm

Person/s in violation:

**Location of policy violation** (please describe location to the best of your ability, including whether the violation was indoors or outdoors, as well as the nearest building, entrance, room number or landmark to the violation.):

#### Description of violation:

#### Any additional information you would like to provide: