

## Maine Tobacco-Free College Network Smoke and Tobacco-Free Campus Policy Template

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*This policy template is an example of best practice language for a 100 percent smoke and tobacco-free campus.*

### SUMMARY

Whereas, **[INSTITUTION OF HIGHER EDUCATION]** joins with the American College Health Association (ACHA) in supporting the findings of the US Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. **[INSTITUTION OF HIGHER EDUCATION]** further recognizes that secondhand smoke has been classified as a Group A carcinogen by the United States Environmental Protection Agency (EPA). **[INSTITUTION OF HIGHER EDUCATION]** recognizes that smoking and the use of tobacco products on campus grounds is detrimental to the health and safety of everyone. This institution supports an environment where students, faculty, staff, contractors, vendors and visitors are not exposed to the harmful effects of secondhand smoke and are supported in efforts to live tobacco-free.

### POLICY STATEMENT

Therefore, **[INSTITUTION OF HIGHER EDUCATION]** is dedicated to providing its students, staff, faculty and visitors with a safe and healthy environment **[INSTITUTION OF HIGHER EDUCATION]** is a 100 percent smoke and tobacco-free campus, effective **[DATE]**.

This policy prohibits smoking and tobacco use:

- In all university owned, leased and affiliated buildings, including residence halls, administrative facilities, classrooms, and fraternity and sorority houses.
- On all university owned or leased grounds.
- At all university sponsored events– both indoor and outdoor.
- In all university owned, leased or rented vehicles.
- In all personal vehicles parked on university owned, leased and affiliated property.

The smoke and tobacco-free campus policy applies to all students, faculty, staff, contractors, vendors and visitors. Organizers of, and attendees at, public events, including but not limited to, conferences, meetings, lectures, social events, cultural events and/or athletic events using university owned, leased and affiliated property are required to abide by **[INSTITUTION OF HIGHER EDUCATION]**'s smoke and tobacco-free policy.

In addition to prohibiting smoking and tobacco use and to best support smoke and tobacco-free lifestyles, **[INSTITUTION OF HIGHER EDUCATION]** prohibits:

- The sale or free distribution of all tobacco products and paraphernalia on campus or at any campus sponsored events.
- The advertising and promotion of tobacco products on any owned, leased and affiliated property.
- The advertising and promotion of tobacco products in university publications, including but not limited to, newspapers and magazines.
- Accepting money or goods from tobacco companies, this includes campus groups, events, individuals and athletic events.
- All donations from the tobacco industry. **[INSTITUTION OF HIGHER EDUCATION]** divests itself of tobacco company stock.

- Smoking or tobacco use for educational or theatrical purposes.
- Littering the remains of smoking or tobacco products or packaging on any campus owned, leased and affiliated property.

## DEFINITIONS

- A. "Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or 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.
- B. "Tobacco" is defined as all tobacco-derived or containing products, including but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco; and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to, electronic nicotine delivery systems, e-cigarettes, e-cigars, e-hookahs, vape pen or any other product name or descriptor. Or the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy. This does not include products specifically approved by the US Food and Drug Administration (FDA) for the purpose of cessation or nicotine replacement therapy.

## CLARIFICATIONS

The following may be permitted with prior approval:

- Controlled research with prior approval from [INSTITUTION OF HIGHER EDUCATION]'s Institutional Review Board [list any other necessary department(s)]
- Religious ceremonial tobacco use with prior approval from [INSTITUTION OF HIGHER EDUCATION] [list appropriate department(s)].

## PROCEDURES

This policy will be communicated through [list methods]

Examples of Communication Procedures:

- Tobacco-free signs posted at all campus entrances, throughout facilities and other key locations
- Student, employee and community education including
  - campus website
  - campus-wide announcements/email

- social media
- Policy statement in training manuals and handbooks
- New student and new employee orientation
- Through campus admissions for prospective students
- Interview process for prospective employees

This success of this policy depends on the thoughtfulness, consideration, and cooperation of everyone. It is the responsibility of all members of **[INSTITUTION OF HIGHER EDUCATION]** campus community to comply with this policy.

Information regarding smoking and tobacco cessation resources, will be made available for smokers and tobacco users who are interested in quitting.

### **EXAMPLES OF ENFORCEMENT & VIOLATIONS**

Everyone is required to comply with **[INSTITUTION OF HIGHER EDUCATION]**'s smoke and tobacco-free policy. Enforcement of this policy is viewed as the shared responsibility of all those in the campus community. The primary goal is to achieve voluntary compliance by educating students, faculty, staff, contractors, vendors and visitors about the policy and providing smoking cessation assistance to those who seek it.

- Members of the campus community who see individuals using tobacco on the **[INSTITUTION OF HIGHER EDUCATION]** campus are asked to politely inform these individuals that **[INSTITUTION OF HIGHER EDUCATION]** policy prohibits smoking and the use of tobacco anywhere on campus grounds. Communication should be polite, brief, educational and non-confrontational.

Examples of Enforcement and Violation Strategies:

- Reminder cards with **[INSTITUTION OF HIGHER EDUCATION]**'s smoke and tobacco-free messaging are available to hand out. Cards are available at **[list locations]**.
- Campus Safety and Security/Police Officers plus Resident Assistants are authorized to issue smoking citations. Any faculty, staff, student, contractors, vendors and visitors 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. Contractors, vendors and visitors who

violate the policy will be informed that the University is a tobacco and smoke-free campus, and anyone who continues to violate the policy following a warning will be escorted off-campus.

To contest a smoking or tobacco use citation, the citation recipient must put in writing their reasons for contesting the citation and send it within 25 calendar days to the Campus Citation Review Panel.

- Campus Community members who wish to report abuse of this policy in an online form may also do so at **[list website]**.
- It should be noted that violation of this policy could result in disciplinary actions. Managers, Deans, Department Heads and Supervisors should inform all employees of this policy and expected compliance. Blatant and chronic violations of this policy by students or employees will be subject to disciplinary protocols as outlined in **[student and employee handbook disciplinary procedures]**.
- The President, Vice Presidents, Deans, Directors, Supervisors and Department Heads shall ensure that this policy is communicated to everyone within their areas of responsibility. Student Affairs will be responsible for student violations. Deans, Supervisors and Human Resources will be responsible for faculty/staff violations. The policy relies on the courtesy and cooperation of the entire campus community. All members of the campus community, including vendors and visitors, are asked to observe this policy.
- Campus Security/Police and all employees will monitor policy compliance. Violations of this policy will follow appropriate conduct and/or discipline procedures. **[List disciplinary procedures]**.
- Everyone is responsible for following and enforcing the policy. Problems should be brought to the attention of the appropriate supervisor, faculty members 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.

#### REFERENCES

- American College Health Association, [Position Statement on Tobacco on College and University Campuses](#), November 2011
- [Surgeon General Reports on Smoking and Tobacco Use](#)
- [Breathe Easy Coalition of Maine](#)