



Policy #

TOBACCO - FREE POLICY

Effective Date: September 2, 2013

Revised Date: August 15, 2013

Responsible Office: Office of Student Judicial Affairs

Division: Student Affairs

I. PURPOSE/OBJECTIVE

To promote and maintain a tobacco-free academic environment.

Grambling State University 100% tobacco free policy will be implemented on August 1, 2014.

II. POLICY BACKGROUND

According to the Center for Disease Control (CDC), every year, approximately 450,000 people die prematurely of diseases caused by smoking, accounting for 1 out of every 5 deaths in the United States (CDC 2003). The continuous use/exposure to cigarettes, smokeless tobacco, cigars, pipes, and other tobacco products is of major concern to Grambling State University, as it leads to disease and death. Not only is smoking a direct health hazard, but smoking and smokeless tobacco use contribute to institutional costs in other ways, including fire damage, cleaning and maintenance costs and costs associated with health care and medical insurance. As a result, this policy is designed to include all tobacco products. It is worth noting that there is no safe tobacco product, and the only logical action is to promote a campus that is tobacco-free.

It is the policy of Grambling State University to ensure and protect the health, well being and safety of students, faculty, staff and visitors while on the campus.

According to the Surgeon General, tobacco use and second hand smoke have been identified as the cause of many preventable diseases. Grambling State University encourages students, faculty and staff to support and use tobacco cessation programs. Students of all ages are welcome to join the various campus programs geared towards promoting health and health education on a tobacco-free campus. In order to support the health and welfare of visitors of all ages the campus will be free of tobacco use and second hand smoke.

III. STATEMENT OF POLICY

Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes and other tobacco products) by students, faculty, staff and visitors are prohibited on all Grambling State University property. This prohibition shall apply to:

1. All campus buildings, facilities, including restrooms, storage areas, balconies, stairwells, University vehicles and fenced in areas connected to a building or property owned or leased by Grambling State University.
2. In all indoor and outdoor athletic facilities/stadiums, as well as the grandstands of outdoor facilities.
3. In regards to this policy, tobacco has been defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, bides, hookahs, smokeless or spit tobacco, snuff and electronic cigarettes.
4. The sale or free distribution of tobacco/tobacco products on all university property, in the form of campus-controlled advertising, free sampling of tobacco products etc, is prohibited.
5. All public events and organizers/attendees at such events, namely; conferences, meetings, public lectures, social/cultural events using the facilities of Grambling State University will be required to abide by the University tobacco-free policy. The responsibility lies with the organizers of such events to communicate effectively the policy to attendees and for enforcing this policy.
6. Littering the campus with remains of tobacco products or any other disposable product is prohibited.

IV. PROCEDURE AND AWARENESS

- A. An education and awareness campaign will be put in place to aid in the implementation of this policy in the shape of but not limited to the following:
 - Both print and electronic notification to prospective students.
 - Notification to all incoming students at all orientation programs.
 - Notification to all current students in both print and electronic formats.
 - A tobacco policy awareness statement will be provided to all current and new employees.
 - There shall be notification/posting of policy and/or link on appropriate web sites.
 - There shall be involvement of Student Government Association in implementing this policy.
 - There shall be informational meetings, postings, and e-mail notifications
 - Policy shall be published in Faculty/Staff Handbook, Student Code of Conduct, Athletic Handbook and Student Organization Handbook.

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- Advertising/promotion of ongoing campus smoking cessation programs including the Louisiana Quitline 1-800-QUIT-NOW.
 - Awareness/promotion of local, state and national cessation resources
 - Facility reservation process shall include notification to all outside entities who use facilities or grounds for events
 - Notification ensuring that all publications indicate Grambling State University is a Tobacco-Free Campus.
 - Notification ensuring that all Grambling State University job postings contain information about the tobacco-free environment.
 - Alert the surrounding residents/business owners around campus of the University tobacco-free policy
 - Meetings conducted by (Anti-tobacco Task Force) with key departments, programs, etc.

B. COMMUNICATION OF POLICY

The message “Tobacco-Free Campus” will be posted on signs/posters at each vehicular and pedestrian entrance of Grambling State University (as applicable), and each building will display a decal that states “Tobacco-Free Facility”. However, tobacco-free zones apply on the grounds around all University facilities, whether or not signs are posted. There will be No ashtrays or smoking shelters provided on tobacco-free campus grounds.

C. CESSATION PROGRAMS

Grambling State University is committed to supporting all University students and employees who wish to stop using tobacco products. Assistance to students, faculty, and staff to overcome addiction to tobacco products is available through Human Resources and the Health Center. Referrals to cessation services are encouraged. Students may contact University Health Services for information regarding medications associated with cessation.

D. COMPLIANCE OF POLICY

Adherence to the policy cited above is the responsibility of all Grambling State University students, faculty, staff and visitors. Full compliance to this policy is expected from all students, faculty, staff and visitors to campus. The success of this policy will depend on the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. Members of our campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance. Violations of the policy will be handled in a manner that is consistent with university procedures.

E. POLICY ENFORCEMENT

Complaint Reporting Procedure: Violators of University policies are subject to appropriate disciplinary action up to and including applicable dismissal procedures, as per University Policy and Procedure and Student Code of Conduct.

- Support will be available from the University Police, Judicial Affairs, Human Resources, and any supervisor for those who are not comfortable addressing the violation him/herself. Members of the University community may and are expected to identify violators of the Grambling State University Tobacco-Free policy.
- As per University Policy and Procedure and Student Code of Conduct, violators of University policies are subject to appropriate disciplinary action up to and including applicable dismissal procedures.
- Supervisors are responsible for facilitating compliance among all employees under their supervision. As with any University policy supervisors will support and play an active role in the enforcement of this policy.

Employee Violators

Any complaints about employee violators of this policy should be brought to the attention of a supervisor, University Police or Human Resources. Any and all complaints received by University Police or a supervisor should be forwarded to Human Resources.

Student Violators

Any complaints about student violators of this policy should be brought to the attention of Judicial Affairs, University Police, or Housing & Residential Life. All complaints received should be forwarded to University Judicial Affairs.

- Housing & Residential Life is responsible for compliance in campus student residences, per the University Handbook, violation of policies and procedures as stated.

Visitor Violators

Procedures will be established by the offices responsible for reserving facilities for enforcing policy when violations involve visitors who are participating in events associated with their office. Complaints about campus visitor violators should be brought to the attention of the office responsible for the event or University Police.

Sanctions:

Judicial Affairs will impose all sanctions for student violators and the Office of Human Resources will enforce sanctions for employees. Consequences of violating

the policy represent a range of sanctions that could include but are not limited to verbal warning, written documentation and or warning, and dismissal proceedings for both employees and students.

V. Policy and Procedure Review

This policy and procedure will be reviewed annually by the Anti- tobacco task force. Specific responsibility for completing revisions and associated outreach will be maintained by a subcommittee consisting at minimum of; a) Judicial Affairs, b) Student Counseling Services, c) Human Resources, d) and Student Health Center.

Appendix A

Complaint Reporting Procedure Information

Guidelines

Employee Violations

1. Employee violation will be reported to:
 - a. A supervisor; or
 - b. To Human Resources; or
 - c. To University Police

2. All reports received by Supervisors and University Police will be forwarded to the Office of Human Resources.

3. The reporter will be requested by Human Resources to complete an incident form,
 - a. Human Resources will provide guidance to complete this form.

Student Violations

1. Anyone identifying a student violation will be required to;
 - a. Ask for identification or obtain full name
 - b. Report the incident to Judicial Affairs, University Police or Housing/Residential life.
 - c. Contact University Police when
 - The violator is non compliant
 - It is outside of normal University business hours
 - d. Contact Housing and Residential Life when the individual lives in campus housing
2. All reports received by Housing Residential Life and University Police will be forwarded to Judicial Affairs
3. All violations with residential hall students on or around residential hall property including but not limited to parking lots, walkways, courtyards, building entrances, exits etc. will be addressed by residential hall staff. This will be done by;
 - a. Reminding the person of the University policy
 - b. Requesting immediate compliance with the policy
 - c. Obtaining full name or asking for GSU identification card
 - d. Completing the policy violation form
4. Other facilities and program staff will be responsible for addressing violations there and are expected to enforce the policy following the basic

procedures in this document and the detailed procedures created for their particular facility or program.

Visitor Violators (Contractors/Consultants)

1. Any individual identifying a visitor violation in association with an event will be required to
 - a. Contact university police; *or*
 - b. Contact the office responsible for the event in which the visitor is participating
2. Anyone identifying a visitor violation not associated with an event will contact University Police
3. The University Police at their discretion, shall remove visitors who do not comply from campus

Documentation of Violations

A form will be completed in paper or online for each violation that occurs. Assistance and direction from Human Resources and Judicial Affairs will be available. This form:

1. May be completed online or on paper
2. Be forwarded to Judicial Affairs or Human Resources
3. Maintain a record of each violation
4. Allow for monitoring of repeat violators

Appendix B

General Role of University Police

University Police will

1. Respond to
 - a. Observed violations while on patrol at any time both during and outside of normal business hours
 - b. Requests for assistance after normal university business hours
 - c. Incidents where violator's behavior is of concern or there is non-compliance
2. Give violators preprinted card with resources and policy reminder
3. Forward violation information to Human Resources or Judicial Affairs

Appendix C

Sanctions

Students

The Director of Student Judicial Affairs will recommend sanctions for student violators. A progressive format will be followed for all reported violations.

1. First Violation: Violators will receive through Judicial Affairs a verbal warning, educational resource information and a policy reminder card
2. Second Violation: Violator will be placed on disciplinary probation one (1) semester *and*
 - a. As per the Code of Student Conduct, any other disciplinary action to be determined by Judicial Affairs.
3. Third Violation: appropriate actions will be pursued against the violator, up to applicable dismissal procedures, the violator will be charged with violation of probation.

Note: Grambling State University reserves the right in considering mitigating factors that may be influential to the policy process thereby making it stricter or more lenient depending on the particular circumstances.

Employees

Those in Violation of University policies may be subjected to applicable dismissal proceedings, and/or progressive disciplinary actions and sanctions will be implemented using but not limited to these general format:

1. First Violation: with the assistance of Human Resources, the violator will receive verbal warning through his/her supervisor
2. Second Violation: With the assistance of Human Resources, the violator will receive written warning/reprimand from his/her supervisor, educational and cessation information
3. Third Violation: Human Resources may conduct and facilitate applicable dismissal proceedings with the involvement of the violator's supervisor. A recommendation for termination may be presented to the Division Vice President for **action**.

Note: Grambling State University reserves the right to consider mitigating factors that may influence to the policy process thereby making it more severe or more lenient depending on the particular circumstances.

Visitors:

Policy violators will be requested to comply. Failure to comply will result in being asked to leave the campus and repeat violations may consequently result in a ban from future campus activities. See *Appendix A* for information regarding reporting visitor violations.