

## AMERICAN BAPTIST COLLEGE

Policy #: 99:001	Approval Date: 12/15/17
Effective Date: 01/01/18	Review Date: 12/15/20
Policy Type: Miscellaneous	Approval: President's signature on file BOT Ratification:

### POLICY PROHIBITING SMOKING AND TOBACCO PRODUCTS ON AMERICAN BAPTIST COLLEGE CAMPUS

#### I. Policy:

The American Baptist College campus shall be entirely Smoke and Tobacco-Free effective January 1, 2018. This policy supersedes and replaces prior policy enactments related to smoking and tobacco use at American Baptist College.

This Smoke and Tobacco-Free Policy applies to all American Baptist College facilities, property, and vehicles, owned or leased, regardless of location. Smoking and tobacco use shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential spaces within American Baptist College housing. Smoking and tobacco use shall also be prohibited outdoors on all American Baptist College campus property, including, but not limited to, parking lots, paths, fields, and sports/recreational areas. *Prohibited tobacco products include, but are not limited to, cigarettes, cigars, cigarillos, pipes, hookahs, all smokeless tobacco and e-cigarettes.*

#### II. Purpose:

American Baptist College is committed to promoting a healthy and safe environment for students, faculty, staff and visitors. This Policy is intended to reduce the health risks related to smoking and secondhand smoke for the campus community.

#### III. Scope:

This policy applies to all American Baptist College students, faculty, staff, contractors and employees of contractors providing services to American Baptist College, vendors, agents, guests and visitors.

Use of tobacco is prohibited:

- In all campus buildings, facilities or property owned or leased by ABC and outside areas of the campus where non-smokers cannot avoid exposure to smoke
- On campus grounds, facilities or in vehicles that are the property of ABC campus.
- At lectures, conferences, meetings and social and/or cultural events held on the College's property or grounds (including but not limited to, premises owned, leased, operated or controlled by the College).
- The sale or free distribution of tobacco products, including merchandise on campus or at College events is prohibited.

- ABC campus organizations, and student organizations are prohibited from accepting money or gifts from tobacco companies including: parties, events or activities sponsored by tobacco companies, including the distribution of free, reduced -price, or fully priced tobacco products (T-shirts, hats, etc.) on campus, and all tobacco advertising, such as billboards and signs in any areas owned and/or operated by ABC.
- Tobacco advertisements are prohibited in college-affiliated publications.
- ABC will provide information on free and accessible tobacco treatment resources on campus. These tobacco treatment resource programs shall be publicized regularly in student and staff publications, posted in residence halls, and academic buildings, by ABC Administration and/or the Student Health and Wellness Center.
- ABC Administration and/or the ABC Student Health and Wellness Center will post all present and future locally accessible tobacco use cessation information.
- The ABC Student Health and Wellness Center can be contacted for more information regarding on and off campus cessation programs and services.

#### **IV. Definitions:**

**“Smoking”** means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, 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.

**“Electronic Smoking Device”** means 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 product. The term includes any such device, whether manufactured, constructed, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

**“Hookah”** means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

#### **V. Smoking Cessation Assistance**

Tennessee Tobacco Quit line: 1-800-Quit-Now (1-800-784-8669)

Callers to the quit line can receive a free tobacco quit kit, work with a free quit coach, and learn to deal with their cravings and challenges.

#### **VI. Implementation**

All faculty, staff, and students have collective responsibility to promote the safety and health of the campus community and, therefore, share in the responsibility of enforcement. Campus security personnel are authorized to issue warnings and citations for violations of the policy. Campus/Residence Life will enforce the policy within the campus residential community of buildings and their immediate exteriors. Students found in violation of the policy will be submitted to the Community Conduct Council.

Failure to comply with a request to comply with this policy should be reported to the Office of the President or to one of the Vice Presidents. Repeated offenses by employees will be reported to their respective supervisors for further disciplinary action.

### **Smoke and Tobacco Free Campus Implementation Provisions**

This policy officially designates American Baptist College as a smoke and tobacco-free campus, encompassing the entire ABC campus (including all properties owned, operated, leased or controlled by American Baptist College). These provisions are intended to assist faculty, staff, administrators and students in the implementation of this policy.

Violation of the policy is defined as using **any** tobacco products, including e-cigarettes and other combustible tobacco products, within the prohibited areas.

Successful implementation of the Policy requires the engagement of the entire campus community in creating a culture of compliance. Faculty, staff, administrators and students will be given information and communications about the policy. Through various communications, the College will courteously remind faculty, staff, administrators, students, visitors vendors and/or contractors observed violating the Policy that American Baptist College prohibits the use of all tobacco products on the campus property.

## **VII. Enforcement**

Violation of this policy may result in corrective action under the Student Code of Conduct, Administrative Policies and Procedures or other College Regulations or Policies. Visitors refusing to comply may be asked to leave campus.

### **Students**

During the admission and enrollment process, all students will be informed of the College's "POLICY PROHIBITING SMOKING AND TOBACCO PRODUCTS" and receive informative materials relating to the policy. Students of the ABC Campus may also be referred to the ABC Student Health and Wellness Center for access to smoking cessation treatment programs or other programs to manage symptoms and/or treat tobacco dependence as appropriate. Students who violate the Policy in student housing areas will be reported to Campus/Residence Life. Students will be subject to corrective action according to the applicable disciplinary code.

Anyone identifying a student violating this policy should:

- Obtain the student violator's full name and/or ask for their identification card, and
- Report the incident to ABC Security, a Senior Administrator (President or Vice President), or Campus/Residence Life

ABC Security or Campus/Residence Life will forward all reports to Community Conduct Council.

Residence Hall staff will be responsible for addressing all violations with residence hall students while on or around residence hall property including, but not limited to, parking lots, walkways, courtyards, building entrances and exits by reminding the person of this policy or requesting immediate compliance with this policy.

### **Employees**

Employees are defined as persons employed by American Baptist Collate (faculty, staff, part-time and/or temporary workers). All institutional employees will be informed of the College's "POLICY PROHIBITING SMOKING AND TOBACCO PRODUCTS". An employee who violates the Policy will be subject to corrective

action under the administrative policies and procedures or other applicable College regulations or policies.

Anyone identifying an employee violating this policy should:

- Report it to a manager or supervisor, or
- Report it to a Senior Administrator (President or Vice President), or
- Report it to ABC security

### **Campus Visitors and Guests**

Visitors and Guests will be notified of this policy through campus signage, notification on the ABC website and notification provided by the College department that is responsible for their visit. Visitors and guests who pre-register for a visit will be informed of the Smoke and Tobacco-free policy at the time of registration or prior to the visit. Tobacco use violation by any person will be reported to the College department that is responsible for their visit. Guests and visitors who violate the Policy may be asked to leave campus.

Anyone identifying a visitor violating this policy should:

- Contact ABC Security or a Senior Administrator (President or Vice President), or
- Contact the office responsible for the event in which the visitor is participating.

Visitors who refuse to comply with the College's Smoke and Tobacco-free policy may be removed from campus at the discretion of ABC Security or a Senior Administrator (President or Vice President).

### **Vendors and Contractors**

Vendors and contractors will typically be informed of the College's "POLICY PROHIBITING SMOKING AND TOBACCO PRODUCTS" as part of the contracting process. Violation of the Policy by vendors or contractors or any of their employees or agents, including subcontractors, will be considered a breach of contract and may be determined to provide sufficient basis to deny future business/contracting opportunities to the vendor/contractor.

Tobacco use by a vendor or contractor will be reported to the appropriate campus contact. The name or description of the individual and location should be provided. Follow up will be handled by the Project Manager and/or the Vice President for Administration, Finance and Legal Affairs.

## **VIII. Sanctions**

Sanctions for student violations will be addressed by Campus/Residence Life and/or the Community Conduct Council and those for ABC employees will be addressed by ABC Administration. Consequences of violating this policy encompass a wide range of sanctions that include, but are not limited to, verbal warning, written documentation/warning and dismissal/expulsion proceedings for both employees and students.

### **Students**

Sanctions for student violators will be addressed by Campus/Residence Life and/or the Community Conduct Council. Sanctions will pursue a progressive format for all reported violations as follows:

- **First Violation**-The violator will receive a verbal warning through Judicial Affairs and a verbal policy reminder
- **Second Violation**- The violator will be placed on a disciplinary probation; and receive any other disciplinary action as per the Student Code of Conduct to be determined by the Community Conduct Council.
- **Third Violation**- The violator will be charged with violation of probation and appropriate actions will be pursued including the possibility of suspension or dismissal.

\*Note: The College reserves the right to consider mitigating factors that may influence the process to make it stricter or more lenient depending on the circumstances.

### **Employees**

Violations of ABC policies are subject to disciplinary action up to and including applicable dismissal proceedings. Progressive disciplinary sanctions will be implemented through the following general format which included, but is not limited to:

- First Violation- The violator will receive a verbal warning through his/her supervisor with the assistance of ABC Administration and a verbal policy reminder
- Second violation- The violator will receive a written warning/reprimand from his/her supervisor with the assistance of Administration
- Third Violation- Applicable suspension or dismissal proceedings will be considered and facilitated by the violator's supervisor.

\*Note: The College reserves the right to consider mitigating factors that may influence the process to make it stricter or more lenient depending on the circumstances.

### **Campus Visitors and Guests**

Visitors found in violation of this policy will be requested to comply. Those who do not comply will be asked to leave the respective campus. Campus Security reserve the right to issue other sanctions. Repeat violation may also be banned from the campus.

### **Vendors and Contractors**

Violation of the Policy by vendors or contractors or any of their employees or agents, including subcontractors, will be considered a breach of contract and may be determined to provide sufficient basis to deny future business/contracting opportunities to the vendor/contractor.

### **VII.Compliance**

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of the tobacco users and non-tobacco users. It is the responsibility of all members of the ABC community to

comply with this policy as well as all other College policies. Members of the ABC campus community are empowered and expected to professionally and respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance. Employees and student leaders are expected to serve as role models for the entire campus community. Violations of this policy will be handled in a manner that is consistent with all College policies and procedures.

#### **VIII. Notice**

Signs communicating this policy shall be prominently posted and properly maintained where tobacco use and smoking are regulated by this policy, including all building entrances, grounds, and vehicles.

The Administration of ABC shall also notify students, parents/guardians, staff, contractors and other campus visitors annually of this “POLICY PROHIBITING SMOKING AND TOBACCO PRODUCTS” in appropriate written form.