

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Tobacco-Free Campus****EFFECTIVE DATE: July 14, 2014; Revised April 25, 2023;****Revised January 29, 2024 (updating job titles and policy number)****PURPOSE**

The purpose of this policy is to establish the regulations of Southwest Tennessee Community College (“Southwest” or “the College”) on smoking and the use of tobacco products on property it owns, leases, rents, or otherwise controls.

DEFINITIONS

Smoking- inhaling, exhaling, burning, or carrying any lighted cigar, cigarette (including an electronic cigarette), pipe, other lighted instrument or product that emits smoke or vapor, in any manner or in any form.

Vaping- the act of inhaling and exhaling the aerosol, often referred to as vapor, which is produced by an e-cigarette or similar device. Under this policy, vaping is considered smoking.

Electronic Cigarette (e-cigarette)- an electronic device that converts nicotine into a vapor that is inhaled by the user.

Smokeless Tobacco- includes snuff, which is fine-grain tobacco that often comes in pouches that users put between their lower lip or cheek and gum, and chewing tobacco, which comes in shredded, twisted or bricked tobacco leaves.

Tobacco products- includes, but is not limited to, cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, vapes, and all other tobacco items.

POLICY**I. Prohibition**

There is considerable evidence that smoke is harmful. Findings of the Surgeon General indicate that tobacco use in any form, active and passive, is a significant health hazard. The College seeks to promote environmental health and a clean campus free from tobacco related litter.

The use of tobacco products is prohibited in all structures owned, leased, rented, or otherwise controlled by the College, including parking garages.

A. Smoking and the use of smokeless tobacco are prohibited.

B. All entrances are designated as smoke and smokeless tobacco-free zones. Smoking and use of smokeless tobacco are prohibited within fifty (50) feet of all doorways, windows, and ventilation systems. Smokers are responsible for ensuring that their smoking activity,

including the lighting and discarding of smoking materials, takes place more than fifty (50) feet from the doorways, windows, and ventilation systems to avoid infiltration of smoke into the buildings.

Smokeless tobacco users are responsible for discarding the products of their tobacco use responsibly. Smokeless tobacco and its juices must be spat into a disposable cup or container that is then disposed of in outdoor trash receptacles or taken off the property by the user. It shall not be discarded in indoor receptacles. Spitting tobacco or its juices on the floor, sidewalk, grass, landscape beds or pavement is strictly prohibited.

- C. Smoking and use of smokeless tobacco are prohibited in all motor vehicles owned, leased, or operated on behalf of the College. This prohibition applies to motor vehicles rented by the College but does not apply to motor vehicles rented individually by an employee unless the travel: 1) is being reimbursed by the College; and 2) includes another employee who objects to smoking or smokeless tobacco use in the vehicle.
- D. Notwithstanding anything in this policy to the contrary, Tennessee law prohibits smoking in all private motor vehicles when being used for the public transportation of children or as part of health care or day care transportation.
- E. The sale of any products containing tobacco, e-cigarettes and other vaping supplies is prohibited.

II. Compliance and Enforcement

Signs indicating a tobacco-free campus shall be posted at each of the College's vehicular and pedestrian entrances. Each building shall display a decal that announces that it is a tobacco-free facility. Without regard for the existence of signs, tobacco-free zones apply to the grounds around all the College's campuses whether or not signs are posted.

No ashtrays or smoking shelters shall be provided on Southwest property. Littering the campus with remains of smoking and smokeless tobacco products, and all other disposable products, is strictly prohibited.

This policy shall be communicated to all prospective employees and students at the time that they submit an application.

Organizers and attendees at public and private events such as conferences, meetings, lectures, social events, cultural events, and sporting events at College facilities will be required to abide by the tobacco-free policy. Organizers of events are responsible for communicating this policy to attendees and for enforcing the policy.

III. Violations

The expectation is that all students, faculty, staff, visitors, contractors, the employees of contractors, and all others will comply with this policy. Employees may report violations to their immediate supervisor, the next level of supervision, the College employee directly responsible for the facility in which the violation occurs, or the Office of Human Resources. Students may report

violations to their Dean.

The College’s Police Services/Public Safety staff is responsible for reminding anyone who uses tobacco on College property about the College’s Tobacco-Free Policy. They may ask to see identification and complete an incident report for anyone who is found violating the policy. Incident reports for students will be sent to the Office of Student Development for processing. Reports for employees will be sent to the Office of Human Resources for processing. Visitors may be excluded from College property for repeat violations.

There are four levels of offenses with a requirement that a cited employee attend an educational program or seek assistance for cessation, in addition to the penalties listed below:


- First Offense- Letter of Concern
- Second Offense- Letter of Reprimand
- Third Offense- Letter of Reprimand
- Fourth Offense- Termination, Ban from Campus

Student offenders will be subject to discipline pursuant to the Tennessee Board of Regents (TBR) Rules on [Student Conduct and Disciplinary Sanctions](#) Chapter 0240-02-03, as well as Southwest Policy [3:02:00:01/8](#).

Visitors to the campus who are observed violating this policy shall be informed of the policy and asked to cease the violation immediately or leave the campus. If they refuse, Southwest Police Services/Public Safety should be called to escort the visitors from the campus. Repeated violators may be banned from campus.

IV. Assistance

Southwest supports students and employees committed to quitting. Students seeking assistance to stop smoking should contact the College’s Social Services Coordinator for resources. Employees seeking assistance to stop smoking should contact the Office of Human Resources.

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| <p>Source of Policy: <u>VP of Student Services</u></p> <p>Related Policy: _____</p> <p>Approved: <u></u> President</p> | <p>Chief of Admin Services Responsible VP of Human Resources Administrators: <u>VP of Student Affairs</u></p> <p>TBR Policy Reference: <u>1.07.00.10</u></p> <p>Date: <u>January 29, 2024</u></p> |
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