



TOBACCO FREE WORKPLACE POLICY

Purpose

The purpose of this policy and procedure is to provide guidelines for the implementation of a policy on the prohibition of tobacco use on the campus of Savannah State University.

Background and Rationale

Each year, approximately 440,000 people die prematurely of diseases caused by smoking, accounting for 1 out of every 5 deaths in the United States (CDC 2009). Use of cigarettes, smokeless tobacco, cigars, pipes, and other tobacco products lead to disease and death. In addition to causing direct health hazards, smoking and smokeless tobacco use contribute to institutional costs in other ways, including fire damage, cleaning and maintenance costs and costs associated with employee and student absenteeism, health care, and medical insurance. Therefore, this policy is designed to include all tobacco products. Because there is no safe tobacco product, the only logical action is to promote a campus that is tobacco free. It is the policy of SSU to promote the health, well-being and safety of students, faculty, staff and visitors while on the campus. Tobacco use and second hand smoke have been identified by the Surgeon General to be the cause of preventable diseases. Savannah State University encourages students, faculty and staff to support and use tobacco cessation programs. 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.

Effective September 1, 2014, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, and other tobacco or simulated tobacco products) by students, faculty, staff, and visitors are prohibited on and in all SSU properties. Limited and appropriate individual exceptions may be considered by the president of the institution or by the president's designee who, in considering whether to grant the exception, will review any sponsored research requirements and ensure that the exception is in support of the mission of the institution.

The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes, or other tobacco or simulated tobacco products) is prohibited:

In all interior space on the SSU campus;

On all outside property or grounds of SSU campus including partially enclosed areas such as walkways, breezeways and bus shelters ("campus" includes the main campus, all satellite locations, and all other buildings or facilities leased off the main SSU campus);

In all vehicles, including buses, golf carts and vans while on the campus of SSU as defined above; the policy applies to SSU vehicles at all times including when off campus.

In all indoor and outdoor athletic facilities, as well as the grandstands of outdoor facilities.

In any building or structure owned, leased or controlled by SSU where prohibited by the terms of grant or other sponsored research requirements unless a waiver is granted by the grantor. This prohibition includes sidewalks, parking lots, walkways and attached parking structures immediately adjacent to the structure where the grant funded project is taking place.

The university prohibits the advertising, sale, or free sampling of tobacco products on campus.

Littering the campus with remains of tobacco products or any other disposable product is prohibited.

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

Campus organizations are prohibited from accepting money or gifts from tobacco companies.

Education and Awareness

The implementation of this policy is augmented by an education and awareness campaign that may include but not be limited to:

- notification to prospective students and staff/faculty hires;
- informational meetings, postings, and e-mail notifications;
- publication in staff/faculty human resources manuals, student guides and handbooks, and appropriate web sites;
- educational campaigns employing classmates and colleagues;
- ongoing smoking cessation programs;
- establish culture of compliance through peer oversight.

1. Communication of Policy

Signs bearing the message "Tobacco-free Campus" will be posed at each of the Savannah State University vehicular and pedestrian entrances (as applicable), and each building will display a decal that states "Tobacco Free Facility". However, tobacco-free zones apply on the grounds around all SSU, whether or not signs are posted. No ashtrays, smoking areas or smoking shelters will be provided on campus.

2. Tobacco Use Cessation Programs

The University is committed to support all 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 Student Health Services. Referrals to cessation services are encouraged.

3. Compliance

Adherence to the policy cited above is the responsibility of all University students, faculty, staff, and visitors. It is expected that all students, faculty, staff, and visitors to campus comply with this policy. Members of our campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance. An individual who feels that there has been a violation of this procedure may invoke the following actions:

The individual should attempt to resolve the problem informally by requesting that the individual comply with the procedure.

If direct appeal fails and the behavior persists, the individual should contact the Office of Human Resources or Office of the Vice President of Student Affairs for referral to the appropriate administrative official. Repeat offenses by the same person shall be dealt with through already established administrative/disciplinary policies and procedures. Violations could result in referral to the appropriate university officials for disciplinary action in accordance with established student, staff, and/or faculty codes or conduct and procedures.

Approved August, 2014