

5.4 TOBACCO-FREE CAMPUS

Original Date of Issue: 4/18/12

Revised:

1. Purpose

The purpose of this policy is to provide guidelines for the implementation of a policy on the prohibition of tobacco use on the campuses of Delaware County Community College.*

2. Background

There is considerable evidence that concentrations of smoke are harmful to non-smokers as well as smokers. Findings of the Surgeon General indicate that tobacco use in any form, active and passive, is a significant health hazard. Delaware County Community College ("DCCC") has a responsibility to its employees and students to provide an atmosphere that is consistent with the College's commitment to promote healthy lifestyle choices within an environment that encourages wellness. In its commitment to this, the College will be a tobacco-free campus, effective July 1, 2013.

The Tobacco-Free policy is intended to eliminate exposure to second-hand smoke, provide an environment supportive of tobacco-free lifestyles, and eliminate the environmental impact of cigarette litter. It applies to all faculty, staff, students, visitors, contractors, and their employees.

3. Policy

A. Effective July 1, 2013, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and any other tobacco products) by anyone including students, staff and visitors, contractors, and their employees are prohibited on all DCCC campuses.

B. The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, or any other tobacco products) is prohibited:

- In the interior space of DCCC campuses.*
- On all outside property or grounds of DCCC campuses* or being used by or on behalf of DCCC including partially enclosed areas such as walkways and bus shelters.
- In DCCC vehicles, including vans and all other college vehicles or vehicles being used for DCCC purposes as well as personal vehicles parked on DCCC property.
- In all indoor and outdoor athletic facilities being used by or on behalf of DCCC.

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

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

4. Procedure

A. 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.
- Publications 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.

B. Communication of Policy

Signs bearing the message "Tobacco-Free Campus" will be posted at each of the DCCC vehicular and pedestrian entrances (as applicable), and each building will display a decal that states "Tobacco-Free Facility". However, tobacco-free zones apply to the grounds around all DCCC campuses whether or not signs are posted. No ashtrays or smoking shelters will be provided on campuses* of Delaware County Community College.

C. Tobacco Cessation Programs

The College 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 Campus Life. Referrals to cessation services are encouraged.

D. Compliance

Adherence to the policy cited is the responsibility of all Delaware County Community College students, faculty, staff, contractors, and visitors. It is expected that all students, faculty, staff, contractors, and visitors 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.

Campus Security staff will also be responsible for reminding any faculty, staff, student, visitor, contractor, or guest who is using tobacco on College property about the College's Tobacco-Free Policy. Campus Security may also ask to see identification of faculty, staff, students, visitors, and contractors and complete an incident report for anyone who is found violating the College's policy. Incident reports for students will be sent to the Office of Student Conduct for processing. Reports for employees will be sent to Human Resources for processing through the employee disciplinary process. Visitors may be excluded from DCCC campuses* for repeat violations.

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

- First Offense - Warning
- Second Offense - \$15 fine
- Third Offense - \$25 fine
- Fourth Offense - Up to dismissal or termination of employment/enrollment, based on the respective disciplinary code.

*Marple Campus, all branch locations and all other buildings, facilities or grounds leased or used by Delaware County Community College