



POLICIES *and* PROCEDURES

Board of Trustees Policy Number: HR 9.04

Date of Adoption/Revision: 10-10-14

SUBJECT	TOBACCO FREE CAMPUS
AUTHORITY	Administrative Services
APPLICABILITY	This policy applies to all employees, students, visitors, contractors and externally affiliated individuals or companies renting university-owned space on university-owned and operated property and campus grounds.
PURPOSE	To provide an environment that promotes the health, well-being, and safety of students, faculty, staff, and visitors at Bennett College by minimizing the negative effects of secondhand smoke; to improve fire safety; and to encourage a more sustainable environment.
POLICY	<p>In recognition of the health, safety and comfort benefits of smoke-free air and the responsibility to provide and maintain an optimally healthy and safe working and living environment for faculty, students, staff and visitors, Bennett College is designated a tobacco free campus.</p> <p>No smoking is permitted on any college, in any college-owned buildings or in college-leased buildings or vehicles.</p> <p>Tobacco," as used in this policy, means smoking any substance, including but not limited to, tobacco, cloves, or marijuana. "Smoking Products" include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all tobacco-producing products (cigars, pipes, hookahs, etc.).</p>
PROCEDURES	<ol style="list-style-type: none"> 1. Organizers of public events, such as conferences, meetings, public lectures, social events and cultural events using campus facilities must advise participants in such events of this policy and require compliance. 2. Violators may be provided education, offered a referral for smoking cessation and, if a student or employee of Bennett College, may be subject to disciplinary action as indicated below. 3. Persons engaging in smoking and/or the use of Smoking Products in violation of this policy may be subject to the following: <ol style="list-style-type: none"> a. Students will be referred to the appropriate student conduct office. Violation of this policy is a violation of the Student Code of Conduct. b. Employees will be referred to their supervisor and/or appointing authority for appropriate action. c. Contractors will be referred to their respective employers for appropriate action. d. Visitors will be required to leave the campus if they fail to

	<p style="text-align: center;">conform to the policy when advised.</p> <p>4. No person who makes a complaint of a violation of this policy or who furnishes information concerning a violation of this policy shall be retaliated against in any manner.</p> <p>Questions regarding this policy or request for assistance should be referred to the Human Resources Department.</p>
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<p>Replaces policy:</p> <p><i>Date</i></p>
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