

# Tobacco-Free Campus Policy

## ADM 19.0

### Human Resources/Student Affairs

Policy Type: Institutional

Applies to: Faculty, staff, student employees, employees of contracted service providers, students, volunteers and guests

#### POLICY DATES

Issued: 7/1/2017 **effective date for policy 1/1/2018**

Last Revised: 00/00/0000

Reviewed: 00/00/0000

The University of Mount Union prides itself on its dedication to the health and well-being of its community. As an institution of higher learning, the University recognizes that it has a unique opportunity to educate both its campus members and the Alliance community about the serious health consequences associated with the use of tobacco products for both users and non-users alike. In accordance with the campus mission statement: "The mission of the University of Mount Union is to prepare students for fulfilling lives, meaningful work, and responsible citizenship," the University adopts a 100% tobacco-free policy.

#### Definitions

Term	Definition
Smoking	Smoking is defined as 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 the policy.
Tobacco Product	Tobacco product is defined as any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.
Hookah	Hookah is defined as 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. Tobacco use is defined as the use of any tobacco product which includes, but is not limited to, cigarettes, cigars, cigarillos, mini-cigars, hookah, snuff, chew, and other smokeless products.
Electronic Smoking Device	Electronic Smoking Device is defined as any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, 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.

#### Policy Details

The Tobacco-Free Policy applies to all University of Mount Union facilities, property, sponsored events and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco products 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 space within University of Mount Union housing. Smoking and the use of tobacco products shall also be prohibited outdoors on all University of Mount Union campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

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In further recognition of the incompatibility of the University of Mount Union's educational mission and the promotion of tobacco products:

No tobacco-related advertising or sponsorship shall be permitted on the University of Mount Union property, at University of Mount Union-sponsored events, or in publications produced by the University of Mount Union, with the exception of advertising in a newspaper or magazine that is not produced by the University of Mount Union and which is lawfully sold, bought, or distributed on University of Mount Union property. For the purposes of this policy, tobacco-related applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other product identical to, similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

No tobacco products or paraphernalia shall be sold or distributed as samples on university grounds, either in vending machines, the Hoover-Price Campus Center, or any other area on campus.

## PROCEDURE

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Copies of this policy shall be distributed to all faculty, staff and current students and shall be included with information given to all admitted students. Information about the policy and how to comply with it shall also be posted on the University of Mount Union website. Announcements concerning this policy and any changes to it shall be published in the Dynamo, Raider Weekly, Ennouncements and posted on University of Mount Union bulletin boards to ensure that everyone fully understands the policy. Signs prohibiting smoking and the use of tobacco products shall be posted at points of entry to University of Mount Union buildings, parking lots and other relevant areas on campus. No ashtrays shall be provided at any location on campus.

This policy shall be announced immediately upon approval; implementation will then take place during the semester prior to its effective date of January 1, 2018 in order to give smokers and tobacco users time to adapt to its restrictions and facilitate a smooth transition to a tobacco-free environment. During the implementation phase, on-site smoking cessation programs shall be made available to assist and encourage individuals who wish to quit smoking or give up tobacco products. Students can get assistance through the Office of Alcohol, Drug and Wellness Education. Employees of the university may seek assistance through the Office of Human Resources. Questions and problems regarding this policy should be handled through existing departmental and administrative channels and administrative procedures.

This policy shall be enforced by all members of the campus community holding each other accountable and, when necessary, University of Mount Union Campus Security or, in the case of our residential facilities, the University of Mount Union Residence Life Staff can provide assistance. Violations of this policy will be addressed through the appropriate campus disciplinary procedures, applicable dependent upon one's role as a faculty, staff or student.

## Responsibilities

Position or Office	Responsibilities
Human Resources	Notification of policy to faculty, staff and contracted employees through appropriate mechanisms; referral to resources and assistance with regard to smoking or tobacco cessation programs; enforcement of policy for faculty, staff and contracted employees; collaboration with other offices on overall campus-wide signage
Student Conduct	Notification of policy to current students and update of student handbook; enforcement of policy for students; collaboration with other offices on overall campus-wide signage
Marketing	Assistance with developing and implementing a communication strategy for the campus with regard to the implementation of this new policy; collaboration with other offices on overall campus-wide signage
Alcohol, Drug & Wellness Education	Facilitation of educational programming and awareness campaign for students; serve as a resource for students needing cessation assistance; collaboration with other offices on overall campus-wide signage

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Position or Office	Responsibilities
Campus Security & Residence Life	Enforcement of policy; collaboration with other offices on overall campus-wide signage
Physical Plant	Collaboration with other offices on overall campus-wide signage and coordination their installation

#### Resources

Office of Alcohol, Drug and Wellness Education

Office of Human Resources

Office of Residence Life

Campus Safety & Security

Office of Student Conduct

#### Contacts

Subject	Office	Telephone	E-mail/URL
Director	Human Resources	330-823-6650	<a href="mailto:Humanresources@mountunion.edu">Humanresources@mountunion.edu</a>
Director	Student Conduct	330-829-2762	<a href="mailto:studentconduct@mountunion.edu">studentconduct@mountunion.edu</a>

#### History (required)

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued Date: 7/1/2017

Revised Date:

Reviewed Date: