

## **PERSONNEL**

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#### **Tobacco-Free Policy (6.43)**

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### **PURPOSE**

The purpose of this policy is to outline Tennessee State's University's commitment to a tobacco-free environment and its commitment to minimizing the hazards associated with the effects of second-hand smoke.

### **POLICY**

This policy applies to all employees, students, vendors, and visitors at Tennessee State University and is in effect 24 hours a day and year-round. This policy applies to all forms of tobacco products, including but not limited to cigarettes, pipes, cigars, chewing tobacco, and snuff.

### **PROCEDURES**

A. Prohibited Areas for Smoking

Tobacco use is not permitted in or on any property owned or leased by Tennessee State University. This includes all grounds, vehicles and buildings owned or leased by the University.

B. Areas and Circumstances in which Smoking is Permitted

Notwithstanding the above, use of tobacco will be allowed on University property in the following circumstances:

- (1) While inside private vehicles situated on property owned or leased by the University; and
- (2) For artistic, educational, or research activities approved at the sole discretion of the President.

### **SUPPORT**

Tennessee State University will make every effort to assist those who may wish to stop using tobacco products. Students who wish to stop may contact Student Health Services for information about smoking cessation programs. Employees who wish to stop may contact Human Resources for information about tobacco cessation resources available through the Employee Assistance Program or their health insurance plans.

## COMPLIANCE AND ENFORCEMENT OF POLICY

### A. Compliance

All members of the University community shall be responsible for compliance with this policy. It is expected that all faculty, staff, students, and visitors will voluntarily comply with the spirit and intent of this policy. Violation of this policy may be regarded as a safety violation.

### B. Enforcement of Policy

The success of this policy will depend on the thoughtfulness, consideration and cooperation of both tobacco users and non-users. Fines and citations will not be a part of the basic enforcement of this policy. However, the discipline policies applicable to students, faculty, and staff will be invoked to secure compliance with this policy.

## IMPLEMENTATION

### A. Signage

Facilities Management will be responsible for providing appropriate signage and for removing all receptacles for discarding smoking materials in previously designated smoking areas.

### B. Notice to Contractors

Procurement will be responsible for ensuring that all current and future contractors performing services on property owned or leased by Tennessee State are notified of the requirements of this policy.

### C. Notice to Faculty and Staff

Human Resources will be responsible for ensuring that all current and future employees of the University are notified of the requirements of this policy.

### D. Notice to Students

Student Affairs will ensure that all current and future students are notified of the requirements of this policy.

*Approved by Cabinet on December 7, 2011*