



CITATION REFERENCE

Official Title: Tobacco-Free Campus Policy

Abbreviated Title: Tobacco Policy

Volume: CCGA Policies

Responsible Office: Human Resources

Originally issued: 4/14/09

Effective Date: 7/1/09

Revised: January 30, 2013

Revised: August 1, 2014

Policy: Tobacco-Free Campus

Policy Statement

In accordance with the Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A, this policy reinforces the University System of Georgia (USG) and College of Coastal Georgia’s commitment to provide a safe and amicable workplace for all employees. The goal of the policy is to preserve and improve the health, comfort and environment of students, employees and any persons occupying the campus.

The College of Coastal Georgia prohibits the use, advertising, sale, or free sampling of tobacco products on any property owned, leased, rented, in the possession or control of, or in any way used by the College. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots, and all vehicles whether privately or publically owned.

All events hosted by a College School, Department, Office, or organization shall be tobacco and smoke-free. All events hosted by an outside group on behalf of the College shall be tobacco and smoke-free.

The College will make every effort to make available referral options and support to faculty, staff, students, and others who choose to pursue cessations programs.

Reason for Policy

The use of tobacco products is widely accepted as a leading cause of avoidable death. The mortality and morbidity of tobacco use has adverse effects among tobacco users and non-users alike including respiratory disorders, heart disease and various forms of cancer. Tobacco smoke contains 4,000-plus chemical compounds, more than 60 of which are known or suspected to cause cancer. People exposed to secondhand smoke absorb nicotine and other toxic chemicals just as smokers do.

Because of the deleterious effects of tobacco use, the College of Coastal Georgia has committed to a tobacco-free campus for the purpose of promoting a healthy environment for all persons, including faculty, staff, students, and visitors.

Entities Affected By This Policy

All persons who enter the areas described above, including but not limited to faculty, staff, students, visitors, vendors, contractors and subcontractors, and spectators.

Who Should Read This Policy

All College of Coastal Georgia faculty, staff, students, visitors, vendors, contractors, and subcontractors should read and follow this policy.

Contacts

Contact	Phone	E-Mail
Human Resources	(912) 279-5740	hr@ccga.edu

Website Address for this Policy

<http://www.ccca.edu/uploaded/Policy/files/TobaccoFreeCampusPolicy.pdf>

Related Documents

Georgia Smoke Free Air Act of 2005, O.C.G.A. Title 31 Chapter 12A

Board of Regents Policy Manual 9.1.7, Tobacco and Smoke-Free Campus Policy

http://www.usg.edu/policymanual/section9/policy/C503/#p9.1.7_tobacco_and_smoke_free_campus_policy

Definitions

These definitions apply to these terms as they are used in this policy:

- a. Employee – any individual who is employed by the College of Coastal Georgia for direct or indirect monetary wages and profit.
- b. Student – any individual who is registered to take classes at the College of Coastal Georgia.
- c. Visitor – any individual who is on CCGA property who is not an employee or student.
- d. CCGA Property – includes but is not limited to all buildings, surrounding land, parking lots, green space, and adjacent sidewalk areas owned, leased or controlled by the College of Coastal Georgia.
- e. Green Space – Green space includes the landscaped and grassy areas of the campus.
- f. Tobacco Products: Cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Overview

I. Prohibition

The use, advertising, sale, or free sampling of tobacco products on any property owned, leased, rented, in the possession or control of, or in any way used by the College is prohibited. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots, and all vehicles whether privately or publically owned. The use of tobacco products is prohibited in all vehicles-private or public vehicles located on campus.

All events hosted by a College School, Department, Office, or organization shall be tobacco and smoke-free. All events hosted by an outside group on behalf of the College shall be tobacco and smoke-free.

II. Exceptions

Only the president may authorize any exceptions to this policy. Such exceptions shall be very limited and on an as needed basis only for educational purposes.

III. Enforcement

The overall enforcement and authority of this policy lies with the president, but it is also a shared community responsibility. All faculty, staff, and students share in the responsibility to ensure that the College's campuses are tobacco and smoke-free. Faculty, staff and students are expected to be positive role models and good ambassadors of the tobacco and smoke-free initiative to non-College persons on campus.

a. Notice.

- Signage to inform the College campus community and visitors of this policy shall be placed throughout the College's campuses.
- A statement of the policy shall be included in the Faculty and Staff Handbooks, the Student Handbook, the Residence Hall Handbook, and the Student Code of Conduct. Statements of the policy shall also inform faculty, staff, and students of the penalties for failure to comply with the policy.
- New faculty and staff shall be informed and reminded of this policy, including the penalties for failure to comply with the policy, as part of pre-employment processes, new employee orientation, and other general employee communications.

- New students shall be informed of this policy, including the penalties for failure to comply with the policy, as part of orientation processes.
- Vendors, contractors, and subcontractors shall be informed of this policy, including the penalties for failure to comply with the policy, during the contract negotiation and awarding processes.

b. Reporting.

Monitoring and enforcement of the tobacco and smoke-free policy are the responsibility of all faculty, staff and students. Each member should consistently and politely bring any infraction of this policy to the attention of the person or persons observed violating the policy. Should the infraction continue, as soon as possible,

- Visitors, vendors, contractors and subcontractors, spectators, and others neither specifically employed by the College nor students currently enrolled in the College shall be reported to the department responsible for their presence on campus. Violators will be informed that they may be asked to leave the premises. Vendors, contractors and subcontractors may be subject to action, up to and including, the legal termination of a contract. In circumstances where departmental leadership is unable to resolve the situation, then College Campus Safety will be contacted for assistance.
- Faculty members shall be reported to the Vice President for Academic Affairs.
- Staff Members shall be reported to the Director of Human Resources.
- Students shall be reported to the Dean of Students.

IV. Resources

The Human Resources Department will assist employees with tobacco cessation as well as educational materials and other wellness information. Additional information may also be available on the USG Workplace Wellness website at <http://www.usg.edu/wellness>.

Responsibilities

The responsibilities each party has in connection with the Tobacco-Free Campus Policy (Tobacco Policy) are:

(Party)	(Responsibility)
President’s Cabinet	Responsible for oversight of adoption and communication of the Tobacco Policy.
VP for Student Affairs	Responsible for informing current and prospective students of this policy.
Director of Human Resources	Responsible for communicating the policy to current and new faculty and staff members.
All CCGA Supervisors	Responsible for informing subordinate staff members of the Tobacco Policy and the consequences of non-compliance.
All CCGA, faculty, staff and students	Responsible for adhering to the policies of the College of Coastal Georgia; responsible for monitoring and enforcing the Tobacco Policy.

Forms

None

Appendices

None