

August 1, 2015

## Tobacco-Free Policy

### 1. Purpose and Coverage:

The purpose of this document is to describe the tobacco free campus policy and to provide guidelines for the implementation of this policy at Aquinas College. This policy is applicable to all campus facilities, grounds, university vehicles, and employee work spaces, and applies to all persons, including students, faculty, staff, administrators, outside contractors and the general public. This policy is intended to comply with Michigan Public Act 368 which became effective on Mar 30, 1989. All educational facilities, private and publicly owned, are defined as “public places” for the purpose of this act.

### 2. Rationale:

The Surgeon General of the United States has determined that tobacco usage is the largest preventable cause of illness and premature death in the United States. It is associated annually with the unnecessary deaths of over 443,000 Americans\*. New research findings, moreover, indicate that nonsmokers who are regularly exposed to tobacco smoke are also at increased risk of illness and death.

### 3. Regulations:

- a. Smoking is prohibited on all College properties.
- b. Smoking is prohibited in all campus buildings, owned or operated by Aquinas College.
- c. Smoking is prohibited on all campus grounds owned or operated by Aquinas College.
- d. Smoking of any other materials is prohibited.
- e. Smoking is prohibited in all Aquinas residences, including residence halls, apartments and houses.
- f. Smoking is prohibited in personal vehicles while on Aquinas properties.
- g. Organizers and attendees at public events such as conferences, meetings, public lectures, social events and cultural events, using Aquinas facilities will be required to abide by the College’s smoking policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing this policy.
- h. Smoking is permitted by individuals on campus who are within 10 feet of public travel ways on the perimeter of campus, being at least 20 feet away from any campus roadway or pedestrian walkway into campus.
- i. The sale of any type of tobacco or tobacco like products on campus is prohibited. This includes the delivery of tobacco or tobacco like products to campus by means of delivery services of any kind.
- j. The free distribution of tobacco or tobacco like products on campus is prohibited.
- k. Campus organizations are prohibited from accepting money or gifts from tobacco or tobacco like product companies. This includes events sponsored by tobacco companies, including the distribution of tobacco or tobacco like products of promotional materials (T-shirts, hats etc.) on campus.
- l. Tobacco advertising in all public spaces, such as billboards and signs in sports venues, is prohibited. Tobacco or Tobacco like product advertisements are prohibited in college-run publications.
- m. Aquinas College will provide information to students and employees on tobacco cessation treatment products and/or programs near campus.

### 4. Implementation:

- a. The responsibility for implementation of the policy in student housing is delegated to the Director of Residence Life.
- b. The responsibility for implementation of the policy on all other campus grounds is delegated to the Director of Campus Safety.

5. Enforcement of Policy

- a. The Director of Campus Safety has primary responsibility for enforcement of this policy. Enforcement of this policy is a graduated program whereas the offender will be subject to disciplinary action as follows;

Full and Part time employees of Aquinas College:

- i. 1<sup>st</sup> Offense: Verbal Warning with notification made to Supervisor of offender.
- ii. 2<sup>nd</sup> Offense: Written Warning with notification made to Supervisor of offender and Human Resources.
- iii. 3<sup>rd</sup> and subsequent offenses: Written notification of repeated offenses to Human Resource Director and request for disciplinary action.
- iv. Documentation of offenses will be recorded in the Computer Aided Dispatch Program (CAD) managed by the department of Campus Safety.

Students to include traditional Resident, traditional Commuter, Continuing Education, Masters, OLLIE, and Dual Enrolled students.

- i. 1<sup>st</sup> Offense: Verbal Warning with notification made to Judicial Officer.
- ii. 2<sup>nd</sup> Offense: Written Warning with notification made to Judicial Officer.
- iii. 3<sup>rd</sup> and subsequent offenses: Written notification of repeated offenses to the Judicial Board and request for disciplinary action forwarded to the Dean of Students.
- iv. Documentation of offenses will be recorded in the Computer Aided Dispatch Program (CAD) managed by the department of Campus Safety

Community members to include Guests

- i. 1<sup>st</sup> Offense: Verbal Warning, and CSO Case Report issued.
- ii. 2<sup>nd</sup> Offense: Written Warning, CSO Case Report issued and Letter forwarded to offenders "Home of Record".
- iii. 3<sup>rd</sup> and subsequent offenses: CSO Case Report issued, written notification of repeated offenses to offender Home of Record and "Persona Non Grata" (PNG) issued to Offender.
- iv. Documentation of offenses will be recorded in the Computer Aided Dispatch Program (CAD) managed by the department of Campus Safety

- b. All members of the campus community share in the responsibility for adhering to and abiding with this policy
- c. A person or state or local governmental agency that violates this part or part 129 shall be directed to comply with this part and is subject to a civil fine of not more than \$100.00 for a first violation and not more than \$500.00 for a second or subsequent violation. A person

who makes a false statement in an affidavit under this part is guilty of perjury under section 423 of the Michigan penal code, 1931 PA 328, MCL 750.423. **History:** Add. 1986, Act 198, Eff. Jan. 1, 1987;¾Am. 1988, Act 294, Eff. Oct. 1, 1988;¾Am. 1988, Act 296, Eff. Mar. 30, 1989;¾

6. Complaints:

Any person observing a violation of this policy is asked to first bring it to the attention of the offending party and seek voluntary cooperation. If the offender is noncompliant, the complainant will notify the Director of Residence Life if located in a housing area, or the Campus Safety Office for all other areas of Campus to report the violation. If the complainant is uncomfortable addressing the offender the complainant will directly notify Campus Safety, or a Resident Life Official if in Residence Halls.

7. Assistance to Smokers

If you would like assistance in quitting smoking please take this opportunity to contact the Health and Wellness center located in the basement of the Wege Center for referral to smoking cessation programs offered by the college.

- a. EMPLOYEE ASSISTANCE CENTER – EAC: Must enter password Aquinas after going to work/ life page

[Employee Assistance Center](#)

- b. PRIORITY HEALTH: Log in to your account and access under Wellness

[Priority Health](#)

- c. TRINITY HEALTH

St. Mary's

General website resources

[St. Mary's Assistance](#)

Local St. Mary's resources

[Local St. Mary's Assistance](#)

- d. METRO HEALTH

[metro health](#)

- e. Additional resources are available from the Kent County Public Health Department.

A list of these programs is available at the Health and Wellness Center and the Human Resources Office. Tobacco treatment programs shall be publicized at least yearly in student and employee publications, including electronic media and or other appropriate means.

\*CDC.gov Fact Sheet:

[http://www.cdc.gov/tobacco/data\\_statistics/fact\\_sheets/health\\_effects/tobacco\\_related\\_mortality/](http://www.cdc.gov/tobacco/data_statistics/fact_sheets/health_effects/tobacco_related_mortality/)

Revision Information

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August 2014

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