

Tobacco-Free Campus Policy

CITATION REFERENCE

Official Title: Tobacco-free Campus Policy
Abbreviated Title: Tobacco Policy
Volume: CCGA Policies
Responsible Office: Human Resources
Originally issued: April 14, 2009
Effective Date: July 1, 2009
Revised:

Policy Statement

The College of Coastal Georgia prohibits the use of tobacco products on any property owned, leased or controlled by the College of Coastal Georgia effective July 1, 2009.

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 faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products i.e. cigarettes, cigars, smokeless tobacco, snuff, chewing tobacco, etc while on CCGA property.

Who Should Read This Policy

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

Contacts

Contact	Phone	e-mail/URL
Human Resources	912/279-5740	hr@ccga.edu

Website Address for This Policy

www.ccga.edu/faculty/HumanResources/Forms-Documents/PolicesProcedures

Related Documents

None

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 product – Any product derived from cultivated tobacco, including but not limited to cigarettes, cigars, bidis, kreteks, pipes, and smokeless tobacco.

Overview

Faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products while on property owned, leased, or controlled by the College of Coastal Georgia, including but not limited to all buildings, surrounding land, parking lots, green space, and adjacent sidewalk areas. Use of tobacco products in vehicles that are on CCGA property is prohibited.

ENFORCEMENT: Faculty, staff and students of CCGA are expected to be positive role models and good ambassadors of the Tobacco Free initiative to non-CCGA persons on campus.

- 1) All CCGA supervisors must inform subordinate staff members of this policy and inform them that failure to comply can be grounds for disciplinary action, up to and including dismissal. Employees will be informed of the penalties for violation of work rules and policies for faculty and students.
- 2) The monitoring and enforcement of the tobacco free workplace policy is the responsibility of all CCGA 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.

- 3) Visitors, vendors, or contractors, and others not specifically employed by CCGA will be reported to the department responsible for their presence on campus. Attempts should be made to remedy violations prior to contacting CCGA Campus Safety. In circumstances where departmental leadership is unable to remedy the situation, then CCGA Campus Safety will be contacted for assistance.
- 4) CCGA will inform and remind faculty, staff, students, visitors, vendors and contractors of this policy by posting signage in strategically located areas. Faculty and staff will also be informed and reminded of this policy as part of pre-employment processes, new employee orientation and other general employee communications.
- 5) CCGA will make every effort to make available referral options and support to faculty, staff, students, and others who choose to pursue cessation programs.
- 6) Visitors who violate this policy will be informed that they may be asked to leave the premises. Vendors and contractors may be subject to action, up to and including, the legal termination of a contract.

Responsibilities

The responsibility 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