



## **POLICY STATEMENT**

# **Smoking in University Building and Fleet Vehicles**

**SU Policy Number: 101-002.0**

### ORIGINATING OFFICE

Office of the President

### PURPOSE

The no-smoking policy acknowledges the health hazards of environmental tobacco smoke for the nonsmoker and promotes a safe and healthful environment for students, faculty, staff, and the public.

### SCOPE

Applies to Shippensburg University buildings and fleet vehicles, with the exception of private residences. (Residence Hall rooms are not private residences)

### OBJECTIVE

To provide a safe and healthful campus environment for all by reducing exposure to second-hand tobacco smoke.

### DEFINITIONS

Smoking is prohibited inside all Shippensburg University buildings and fleet vehicles, excluding private residences. Private residences are defined as any space occupied by University employees as their private living quarters. The definition of private residence does not include student rooms in campus housing. In recognition of the needs of the smoker, smoking is permitted outside buildings. However, to avoid the transmission of second-hand smoke from outside to inside buildings, smoking is not permitted within 25 feet of any building entrance, open window, or ventilation unit. Smoking is defined as a lighted cigar, cigarette, pipe, or any other lighted tobacco product. The University policy also discourages the use of smokeless tobacco as it presents health risks to those who use it.

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### RESPONSIBILITIES

1. Director, Human Resources: (1) Provide a copy of the policy to all new employees and to any current employee upon request. (2) Incorporate the provisions of the policy into orientation and training programs.
2. Dean of Students: (1) Include the policy in Swatanev for students and include in new student orientation. (2) Address non-compliance by students through the student judicial system.
3. Director of University Health and Emergency Services: (1) Provide information to employees and students about smoking cessation programs.
4. Safety Coordinator: (1) Provide appropriate signage at all building entrances.
5. Supervisors, Managers, Vice Presidents: (1) Address non-compliance through appropriate means.

### PROCEDURES

1. A copy of the no-smoking policy will be distributed and posted throughout the University. Copies will be provided to all new employees and to any current employee on request. The policy will also be included in Swatanev for students.
2. The provisions of this policy will be incorporated into the new employee/student orientation programs and into appropriate supervisory and management training programs.
3. The University will provide employees/students with information about smoking cessation programs.
4. Appropriate signage will be posted at all building entrances.
5. Problems associated with non-compliance with this policy by employees should be brought to the attention of the immediate supervisor, if known, and an attempt should be made to resolve it at the lowest possible level. If a satisfactory solution cannot be reached at this level, the issue should be brought to the attention of the Dean, Director, Vice President, or Director of Human Resources. A final decision will be made by the appropriate Vice President.
6. Non-compliance with this policy by students will be addressed through the student conduct system.
7. Any visitors observed smoking should be made aware of this policy. Continued non-compliance should be brought to the attention of University Police.
8. Nothing contained in this policy or procedure shall be construed to impair or diminish or otherwise affect any contractual agreement or any collective bargaining agreement, rights, or procedures.
9. Repeated violations of the no-smoking policy may subject individuals to appropriate disciplinary action.

### RECISSION

This policy replaces the Non-Smoking Policy approved by President's Cabinet 04/09/90 and 5/13/97.

### APPROVALS

President's Cabinet: Revised July 16, 2008

FILENAME:

101-002.0 Smoking Policy

DATE:

July 16, 2008

DISTRIBUTION:

Public