


<p>Name of Policy: Southern University System Tobacco-Free Policy</p> <p>Adoption date: 10/28/12</p> <p>Issuing Authority: SUS Board of Supervisors</p> <p>Initial Effective Date: 01/02/13</p> <p>Revision Date: 10/12/13</p>	 <p>SOUTHERN UNIVERSITY SYSTEM POLICIES AND PROCEDURES</p>
<p><input type="checkbox"/> New Policy Proposal</p> <p><input type="checkbox"/> Major revisions of existing policy</p>	<p><input checked="" type="checkbox"/> Minor revisions to existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

I. Policy Statement

The Southern University System (SUS) recognizes the overwhelming scientific evidence assembled by the U.S. Surgeon General, Centers for Disease Control, Environmental Protection Agency, and World Health Organization, which demonstrates that tobacco is a profound agent of deadly diseases, responsible for millions of deaths worldwide each year, both to tobacco users and non-users. Tobacco use is inconsistent with a culture of wellness. While acknowledging the hazards of smoking, SUS has, more importantly, dedicated itself to providing safe, healthy, comfortable, and productive living and learning environments throughout its five (5) campuses for visitors, employees and students.

Accordingly, pursuant to the provisions of La. R.S. §§40:1300.252-40:1300.263, the SUS issues this 100% Tobacco-Free Policy. Smoking and tobacco use of any kind will be prohibited on all SUS campuses and/or other properties owned and/or leased locations/premises; all internal and external areas, parking garages, and parking lots; all entrances and exits; and in all SUS owned and/or leased vehicles. Employees may not smoke in their own or others' vehicles when the vehicles are parked on SUS properties.

This policy will be in place at all SUS sponsored events—both on our premises and at external locations hosting such events, including non-University hours and will further apply to all faculty, staff, students and visitors.

II. Definitions

- A. Employee**—for the purpose of this policy, includes but is not limited to, faculty, full-time and part-time classified and unclassified staff, student employees, appointed personnel, graduate assistants/associates, and persons with “no salary” appointment who use SUS facilities (leased or owned) or who are on the grounds of those facilities.
- B. Smoking**—a lighted cigar, cigarette, pipe or other lighted smoking device carried by a person, including electronic cigarettes and other smoking devices.
- C. Student**—for the purpose of this policy, includes but is not limited to, any person currently or previously enrolled in the SUS pursuing undergraduate, graduate or professional studies, whether full-time or part-time, and a person registered for a future semester that uses any of the SUS grounds, leased or owned buildings.
- D. Tobacco**—is defined as all tobacco and tobacco-derived products intended for human consumption, including, but not limited to: cigarettes, cigars, hookah-smoked products, clove cigarettes, bidis, kreteks, electronic cigarettes, smokeless tobacco and snus. This definition does not include any product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco use cessation product.
- E. Tobacco Company**—is defined as a company that produces and/or markets branded tobacco products, including any subsidiaries, but not including parent companies which engage in business.

III. Tobacco-Free Policy

- A. Use of tobacco is prohibited by students, staff, faculty or visitors:**
 - 1. In all campus buildings, facilities or property owned or leased by SUS and outside areas of the campus where non-smokers cannot avoid exposure to smoke;
 - 2. On campus grounds, facilities or in vehicles that are the property of the SUS campus;
 - 3. At lectures, conferences, meetings and social and/or cultural events held on University property or grounds;

- B. The sale or free distribution of tobacco products, including merchandise on campus or at University events is prohibited.**
- C. SUS campus organizations, and student organizations are prohibited from accepting money or gifts from tobacco companies including:**
 - 1. Parties sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (T-shirts, hats, etc.) on campus; and
 - 2. All tobacco advertising, such as billboards and signs in sport stadiums owned and operated by the SUS;
- D. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by the SUS.**
- E. SUS will provide information on free and accessible tobacco treatment resources on campus.**
 - 1. These tobacco treatment resource programs shall be publicized regularly in student and staff publications, posted in residence halls and academic buildings, via Human Resources and the Student Health Center (or alternative appropriate means deemed necessary).
 - 2. SUS Human Resources and respective campus Student Health Center Departments will house all present and future cessation tobacco use information. Either of the foregoing can be contacted for more information regarding on and off campus cessation programs and services.

IV. Enforcement

In accordance with respective campus policies and procedures and *Student Codes of Conduct*, violators of this policy will be subjected to appropriate disciplinary actions up to and including applicable dismissal procedures. Moreover, any member of the SUS community may and is expected to identify violators of this policy. Support will be provided by University Police, Judicial Affairs, Human Resources, and any supervisor for those who are not comfortable with addressing the violation on his/her own.

A. Employee Violations

1. Anyone identifying an employee violation will:
 - a. Report it to a supervisor;
 - b. Report it to Human Resources; or
 - c. Report it to University Police.
2. Supervisors and University Police will forward all reports received by their respective offices to Human Resources.
3. Human Resources will request that the Reporter complete an incident form.
 - a. Guidance will be provided by Human Resources as this form may be completed either on paper or online.

B. Student Violations

1. Anyone identifying a student violation will:
 - a. Obtain the violator's full name and/or ask for their identification card; and
 - b. Report the incident to Judicial Affairs, University Police, or Housing & Residential Life;
 - c. Contact University Police when:
 - i. The violator is non-compliant; or
 - ii. It is outside of normal University business hours.
 - d. Contact Housing & Residential Life when:
 - i. The individual violator lives in campus housing.
2. University Police and Housing & Residential Life will forward all reports received to Judicial Affairs.
3. Residence Hall staff will be responsible for addressing all violations with residence hall students while on or around residence hall property including, but not limited to, parking lots, walkways, courtyards, building entrances and exits by:
 - a. Reminding the person of this policy;
 - b. Requesting immediate compliance with this policy;

- c. Obtaining the violator's full name/or asking for their identification card; and/or
 - d. Completing a paper/online violation form.
4. Staff for other facilities and programs will be responsible for addressing violations where they occur (i.e., union staff, athletics, etc.) and are expected to enforce the policy following the basic procedures set out in this document and the detailed procedures created for their particular facility or program.

C. Visitor Violations

1. Anyone identifying a visitor violation associated with an event will:
 - a. Contact University Police; or
 - b. Contact the office responsible for the event in which the visitor is participating.
2. Anyone identifying a visitor violation not associated with a University event will contact University Police.
3. Visitors who do not comply will be removed from campus at the discretion of University Police.

D. Documentation of Violations

A form will be completed either on paper or online for each occurring violation. Assistance and direction from Human Resources and Judicial Affairs will be made available. This form:

1. May be completed online or on paper;
2. May be forwarded to Human Resources or Judicial Affairs;
3. May be used to maintain a record of each violation; and/or
4. May be used to monitor repeat violations.

E. General Role of University Police

Respective campus police departments will—

1. Respond to:

- a. Observed violations while on patrol at any time both during and outside of normal University business hours;
 - b. Requests for assistance during normal University business hours; and
 - c. Incidents where a violator's behavior is of concern or there is non-compliance.
2. Give violators a verbal policy reminder.
 3. Forward violation information to Human Resources or Judicial Affairs.

F. Sanctions

Sanctions for student violations will be addressed by Judicial Affairs and those for SUS employees will be addressed by Human Resources. Consequences of violating this policy encompasses a wide range of sanctions that include, but are not limited to, verbal warning, written documentation/warning, and dismissal/expulsion proceedings for both employees and students.

1. Students

Sanctions for student violators will be addressed by the respective campus Judicial Affairs Director. Sanctions will pursue a progressive format for all reported violations as follows:

- a. First Violation
 - i. The violator will receive a verbal warning through Judicial Affairs and a verbal policy reminder.
- b. Second Violation
 - i. The violator will be placed on disciplinary probation; and receive any other disciplinary action as per the *Student Code of Conduct* to be determined by Judicial Affairs.

c. Third Violation

- i. The violator will be charged with violation of probation and appropriate actions will be pursued including applicable dismissal procedures.

NOTE: The University/campus reserves the right to consider mitigating factors that may influence the process to make it stricter or more lenient depending on the particular circumstances.

2. Employees

Violators of University policies are subject to disciplinary action up to and including applicable dismissal proceedings. Progressive disciplinary sanctions will be implemented through the following general format which includes, but is not limited to:

a. First Violation

- i. The violator will receive a verbal warning through his/her supervisor with the assistance of Human Resources and a verbal policy reminder.

b. Second Violation

- i. The violator will receive a written warning/reprimand from his/her supervisor with the assistance of Human Resources.

c. Third Violation

- i. Applicable dismissal proceedings will be conducted and facilitated by Human Resources with the involvement of the violator's supervisor.

NOTE: The University/campus reserves the right to consider mitigating factors that may influence the process to make it stricter or more lenient depending on the particular circumstances.

3. Visitors

Visitors found in violation of this policy will be requested to comply. Those who do not comply will be asked to leave the respective campus. Police officers reserve the right to issue summons for violations. Repeat violators may also be banned from the campus.

G. Compliance

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. It is the responsibility of all members of the SUS community to comply with this policy as well as all other University policies. Members of our various campus communities are empowered and expected to professionally and respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance. Furthermore, employees and student leaders are expected to serve as role models for the entire campus community. Violations of this policy will be handled in a manner that is consistent with all University policies and procedures.

Smoking waste management products, such as ashtrays, shall be removed from all campus premises within a reasonable timeframe.

V. Notice

Signs communicating this policy shall be prominently posted and properly maintained where tobacco use and smoking are regulated by this policy, including all building entrances, grounds, and vehicles.

The SUS shall also notify students, parents/guardians, staff, contractors and other school visitors annually of the Tobacco-free policy in written materials including, but not limited to, handbooks, manuals, contracts, newspapers and newsletters.

VI. Policy and Procedure Review

Specific responsibility for completing revisions and associated outreach will be maintained by Human Resources and the respective campus Office of Student Life.

This policy was adopted by the SUS Board of Supervisors on October 28, 2012.