

ESCC POLICY **Smoking and Tobacco**

Effective Date:

Responsible Office: **Human Resources (V.P. Finance & Administration)**

I. PURPOSE

To establish Eastern Shore Community College's policy regarding use of tobacco products with the goal of maintaining the general well-being of the campus community while considering the needs of individuals who smoke. Issuance serves to notify ESCC students and employees of the policy.

II. AUTHORITY

The President has given the Vice-President of Finance & Administration and the Human Resources Officer the responsibility and authority to establish and enforce the college's Smoking Policy in compliance with [Executive Order 41 effective January 1, 2007.](#)

III. APPLICABILITY

This policy applies to all ESCC students, employees, and visitors to the campus..

IV. DEFINITIONS

E-cigarettes: A battery-powered device such as an electronic cigarette, electronic vaping device, personal vaporizer (PV), or electronic nicotine delivery systems (ENDS) which simulates cigarette or tobacco smoking.

V. POLICY

Smoking or inhaling any substance, by any method, including but not limited to tobacco products, e-cigarettes, and aromatic smoking products, such as clove cigarettes, herbal cigarettes, etc., and consuming any type of tobacco products is prohibited:

- Inside all college-owned and managed facilities;
- In college-owned or leased vehicles; and
- Within 25 feet of entrances to any college-owned or managed buildings; and
- StarTransit bus shelter.

VI. PROCEDURES

1. Smoking is allowed on college property in areas not identified as prohibited above. Receptacles for cigarette disposal are available at various points on campus.
2. Students, employees, and visitors who violate the college smoking and tobacco policy will be subject to disciplinary action, including warnings and removal from college facilities.

VII. RESPONSIBILITIES

A. College Responsibilities

1. College will provide signs indicating that smoking is prohibited within 25 feet of building entrances.
2. College will provide receptacles for cigarette disposal on campus.

VIII. INTERPRETATION

The authority to interpret this policy rests with the President, and is generally delegated to the Vice-President of Finance & Administration.

Approved:

Linda Thomas-Glover, President

Date

DRAFT