

<b>Policy:</b> Tobacco Free Campus	<b>Policy Number:</b> I-6.16
<b>Policy Owner(s):</b> Human Resources	<b>Original Date:</b> 3/20/18
<b>Last Revised Date:</b>	<b>Approved Date:</b> 3/20/18

- I. **POLICY:** This policy outlines the commitment of John Carroll University (“JCU” or “the University”) to ensure that all members of the campus community have a right to enjoy a tobacco- and smoke-free environment. Smoking, the use of any tobacco product, vaping and the use of Electronic Cigarettes are prohibited throughout the campus, including on any University-owned or leased properties and in any University-owned vehicles.
- II. **PURPOSE:** According to the U.S. Surgeon General, tobacco use remains the nation’s leading preventable cause of premature death and disability. The University is committed to protecting the health of students, employees and guests by fostering a healthy culture and environment. This policy is designed to help the University address public health concerns regarding the health hazards associated with the smoking or use of tobacco products.
- III. **SCOPE:** All John Carroll University employees, students, visitors, contractors and subcontractors.

IV. **DEFINITIONS:**

**Electronic Cigarettes:** Electronic Cigarettes, also known as “e-cigarettes”, are battery-powered devices that provide inhaled doses of nicotine by way of a vaporized solution (also known as “vaping”).

**JCU Property:** Refers to all interior space owned or leased by JCU and all exterior property or grounds owned or leased by JCU, including parking areas and JCU vehicles. “JCU Property” does not include private vehicles while they are on University property.

**Tobacco:** All products containing tobacco in any form. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, clove cigarettes, e-cigarettes, all forms of smokeless tobacco and any other smoking or tobacco product.

## **V. GUIDELINES:**

- A. Smoking or the use of tobacco products or electronic cigarettes is not permitted on University properties, or adjacent properties and/or sidewalks.
- B. The sale, advertising, sampling and distribution of tobacco products and tobacco-related merchandise is prohibited on all JCU property.
- C. Use of University funds for purchase of tobacco or tobacco-related products is prohibited, unless such purchase is part of a sponsored research or academic program.
- D. Information will be made available about options for smoking or tobacco cessation programs to employees and students who smoke or use tobacco products.

## **VI. ENFORCEMENT:**

- A. This policy will be effective and enforced as of August 1, 2018.
- B. The University will not enforce the tobacco and smoking ban in private vehicles while they are on University property. Those smoking or using tobacco products in a private vehicle must not litter around private vehicles, cause smoke to infiltrate into any nearby building, or violate any other University policy while smoking or using tobacco..
- C. Supervisors shall inform their direct reports of this policy, including, any students, consultants and contractors they engage and manage compliance in the normal course of their supervisory duties.
- D. All new and prospective employees, students, consultants and contractors shall be informed of this policy. The Human Resources Department will provide new employees with a copy of this policy upon hire.
- E. Signage advising of the smoke-free policy will be posted in appropriate locations on the University campus.
- F. The University will provide assistance with smoking cessation and nicotine addiction programs to employees via its Employee Assistance Program (EAP), medical benefits programs, and other educational methods, and to students via the Student Health and Wellness Center.
- G. Employees, students and visitors observed violating this policy will be warned about the prohibitions under this policy. Any repeated violation(s) by employees after a warning has been issued will be subject to appropriate corrective action under the Corrective Action Policy or the Faculty Handbook, as appropriate. Student violations of this policy will be addressed by the Dean of Students Office, consistent with the Student Code of Conduct. Violations by contracted employees working on University property will be reported to the appropriate contracting

company so that warnings and appropriate action can be taken by the contracting company.

- H. This policy will be reviewed at regular intervals to consider the effectiveness and impact of the policy, as well as any necessary revisions.

**VII. CROSS REFERENCES:**

Corrective Action Policy

[American Cancer Society Quit for Life](#)

[Medical Mutual Quitline](#) / 1-866-845-7702

[Ohio Tobacco QuitLogix](#) / 1-800-QUIT-NOW

[www.SmokeFree.gov](http://www.SmokeFree.gov)

[The JCU Employee Assistance Program](#)

[The JCU FIT Wellness Program](#)