

SMOKELESS/TOBACCO-FREE ENVIRONMENT

ADMINISTRATIVE RULE NUMBER: B011

LAST APPROVED: February 8, 2011, April 01, 2013, January 2015, January 2017,
January 30, 2019

RELATED TO POLICY SERIES NUMBER: 204

CRITERIA: B011.1

Tillamook Bay Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. In light of the findings of the U.S. Surgeon General that exposure to second-hand tobacco smoke and use of tobacco are significant health hazards, Tillamook Bay Community College has established a

smokeless and tobacco-free environment. Consequently, use, distribution, or sale of tobacco, e-cigarettes, vaporizers, any smoking device, or carrying of any lighted smoking instrument, on College premises is prohibited.

GUIDELINES: B011.2

- A. For the purpose of this administrative rule, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product: and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.
- B. All College employees, students, visitors and contractors are required to comply with this administrative rule, which shall remain in force at all times.
- C. No tobacco-related advertising or sponsorship shall be permitted on Tillamook Bay Community College property, at College-sponsored events or in publications produced by the College, with the exception of advertising in a newspaper or magazine that is not produced by Tillamook Bay Community College and which is lawfully sold, bought or distributed on campus property. For the purposes of this administrative rule, "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products as well as e-cigarettes and vaporizers.

PROMOTION OF A TOBACCO-FREE ENVIRONMENT: B011.3

- A. Provisions for Notification
- B. This administrative rule relies on the consideration and cooperation of smokers and non-smokers. It is the responsibility of all students, employees and visitors to observe, monitor and follow this rule and its guidelines

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- C. Information regarding this administrative rule will be disseminated to all new employees.
- D. The College will post notices informing all employees, students, visitors, and community members of the tobacco-free policy.
- E. Students and employees have the responsibility to respectfully inform those who are unaware of the policy or are using tobacco to follow the College policy.
- F. A College notice reminding others of the rule will be available for students and employees to hand to others who may not be following the policy.
- G. Cessation Information or Programs
 - a. Smoking cessation programs are available for students and employees through the College and community agencies. Information about smoking cessation is available from Student Services
- H. Consequences of violating policy
- I. Students and employees who repeatedly violate this policy may be subject to a minimum fine of \$50 and /or disciplinary action to correct any violation and prevent further occurrences.
- J. Employees who are not compliant with this policy should be reported to the Director of Human Resources and will be subject to disciplinary action per the College's Policy Manual.
- K. Students who are not compliant with this policy should be reported to the Associate Vice President of Student Services and will be subject to disciplinary action per the Student's Rights and Responsibilities policy.
- L. Visitors and volunteers will be made aware of this policy through College- wide signage and/or at the time of volunteer orientation. Visitors and volunteers who are not compliant with this policy should be reported to the Director of Human Resources and may be subject to sanctions.
- M. Vendor and contractors will be made aware of this policy through the purchasing department, through their annual contracts and/or requests for proposals. Vendors and contractors who are not compliant with this policy should be reported to the Director Human Resources and may be subject to sanctions.

Additional resources: B011.4

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National organizations and Web sites*

In addition to the American Cancer Society, other sources of information and support include:

Centers for Disease Control & Prevention (CDC)

Office on Smoking and Health

Toll-free number: 1-800-232-4636 (1-800-CDC-INFO) Web site: www.cdc.gov/tobacco

Offers information on tobacco, smoking, and quitting. Main site at www.cdc.gov has

Health info on many other wellness and prevention topics.

National Institute for Occupational Safety and Health

Toll-free number: 1-800-232-4636

Web site: www.cdc.gov/niosh

Offers information by phone and Web on workplace safety topics, and can look into potential hazards in workplaces if asked by employers or employees.

*Inclusion on this list does not imply endorsement by the American Cancer Society. No matter who you are, we can help. Contact us anytime, day or night, for information and support. Call us at 1-800-227-2345 or visit www.cancer.org.