



Policy Title: Tobacco-Free Campus	
Policy Number: PRES - 110	Policy Approved: January 2014
Policy(ies) Superseded: HREO - 124	Created/Revised: August 2008, January 2014
Responsible Office: Office of the President	

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

SUMMARY:

This Tobacco-Free Campus Policy is intended to promote a safe, clean and healthy environment for Coastal Carolina University employees, students, volunteers, affiliates, contractors, vendors, visitors and guests. The policy will ensure the existence of a tobacco-free environment so that negative effects of tobacco usage are minimized for University, as well as community, members. This policy goes into effect on August 1, 2014, and will be in force twenty-four hours a day, seven days a week.

Reasonable and ongoing efforts will be made to notify the campus community, including visitors, of the University's status as tobacco-free, including installation of appropriate signage in conspicuous places.

POLICY:

I. DEFINITIONS

For the purposes of this policy, the following definitions apply:

A. Tobacco Products

All forms of tobacco and smoke-related products, including but not limited to, cigarettes, cigars, pipes, chewing tobacco, snuff, water pipes (hookahs), bidis,

kreteks, smokeless tobacco, electronic cigarettes and other devices allowing for the ingestion, combustion, inhalation or other use of tobacco.

B. University Property

Property that is owned, operated, occupied, controlled or leased by the University or a University-related organization. For purposes of this policy, this includes, but is not limited to, all buildings and structures, offices, classrooms, laboratories, restrooms, hallways, grounds, elevators, porches, stairwells, rooftops, indoor and outdoor athletic facilities, sidewalks, outdoor benches/gazebos/seating areas, dining areas, residence halls, private offices, shuttle buses, shuttle bus stops, parking lots/areas, lobbies and waiting areas, green spaces and other common areas, walkways and any vehicles, whether personal or owned or controlled by the University.

II. POLICY

Use of all tobacco products is prohibited in or on all University property. This policy does not restrict or prohibit the lawful possession of tobacco products on the Coastal Carolina University campus.

The sale, sampling or advertisement of tobacco products is prohibited on the Coastal Carolina University campus and in all University publications.

III. ENFORCEMENT OF POLICY

It is the responsibility of each department head to enforce this policy for compliance within each area under his/her supervision. If anyone is seen using any tobacco or smoke-related products on University property, any individual on campus, including Coastal Carolina University employees, students, volunteers, affiliates, contractors, vendors, visitors or guests, may remind the tobacco user of this policy and request that s/he comply by discarding the tobacco product. If the tobacco user does not acquiesce, this violation of the policy may result in corrective action, including the following:

- A. Students who refuse to comply will be referred to the Office of Student Conduct or a designee of said office.
- B. Employees who refuse to comply may be disciplined for violation of this policy consistent with the provisions of University Policy HREO – 147, Disciplinary Action and Termination for Cause.
- C. Other individuals who violate this policy may be warned by the Department of Public Safety.

- D. Visitors or members of the general public who refuse to comply with the policy may be asked by the Department of Public Safety to leave campus.

IV. EXCEPTIONS TO POLICY

The President or designee may permit limited and appropriate individual exceptions to this policy. Requests for exceptions must be written (i.e., typed, handwritten, or email – not verbal) and submitted to the Office of the President. Approval or disapproval from the President or designee, also written, will be sent or given to the requestor. The use of tobacco or smoke-related products may be permitted only under the following circumstances:

- A. In support of the requirements of sponsored research related to tobacco, as part of the controlled research requirements. Smoke produced in the conduct of the research will be treated as a contaminant and controlled. If approved, this exception will be in effect only for the duration of the research study.
- B. By actors or artists who participate in University-authorized performances that require smoking or the use of tobacco products as part of the artistic production. Under these circumstances, **ONLY the use of a simulated smoking device will be allowed.** If approved, this exception will only be in effect for the duration of the performances.
- C. For educational, clinical or religious ceremonies. If approved, this exception will be in effect only for the duration of the ceremonies.
- D. On properties the University owns but leases or otherwise conveys an interest (e.g., an easement) to a non-University party, according to the provisions of the applicable lease or agreement. If approved, this exception will be in effect only for the duration of the compelling reason for the approval.
- E. The Coastal Carolina University Fire Safety Department must be notified of circumstances approved for exceptions to this policy.

Upon Board of Trustees approval of this policy, and as resources permit, the University will assist in providing cessation programs for all employees who wish to end their use of tobacco products. Additional information on tobacco cessation programs is available from the South Carolina Department of Health and Environmental Control (DHEC) at (803)545-4467, at 1-800-QUIT-NOW (1-800-784-8669) and at <http://www.scdhec.gov/health/chcdp/tobacco/quit-for-keeps/index.htm>