



Policy Title:	Tobacco/Smoke/Vape-free Campus
Policy Number:	UNIV-431
Revision Date:	September 2023
Policies Superseded:	HREO-124; PRES-110
Policy Management Area(s):	Human Resources and Equal Opportunity Student Affairs

SUMMARY:

This Tobacco/Vape-Free Campus Policy is intended to promote a safe, clean, and healthy environment for Coastal Carolina University employees, students, volunteers, affiliates, contractors, subcontractors, vendors, visitors, and guests. The policy will ensure the existence of a tobacco- and smoke-free environment so that negative effects of tobacco usage are minimized for University, as well as community, members. This policy is enforced 24 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/smoke/vape-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 or other substances.
- 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- and/or smoke-related products is prohibited in or on all University property. This policy does not restrict or prohibit the lawful possession of these 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 their supervision. If anyone is seen using any tobacco- and/or smoke-related products on University property, any individual on campus, including Coastal Carolina University employees, students, volunteers, university affiliates, contractors, subcontractors, vendors, visitors, or guests, may remind the tobacco user of this policy and request that they 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 Dean of Students Office.
- B. Employees who refuse to comply may be disciplined for violation of this policy consistent with the provisions of University Policy FAST-222, Disciplinary Action and Termination for Cause.
- C. Volunteers, university affiliates, contractors, subcontractors, vendors, visitors, or guests who refuse to comply with this policy may be asked to leave or escorted from campus by the Department of Public Safety or University official.

IV. PROCEDURES FOR REPORTING VIOLATIONS OF THIS POLICY

- A. Employees or students who observe tobacco and smoking policy violations should inform the person that the university prohibits the use of all tobacco products and smoking on university property. If the violator refuses to adhere to this policy, the observer should then report the violation to the appropriate supervising official.
- B. Employees may report matters involving other employees to their supervisors for follow-up.

- C. Individuals may also report via the [Conduct Submission Form](#) found on the Dean of Students Office [website](#).
- D. Supervising officials will take reasonable measures to protect the anonymity of the person reporting the violation, with no retaliation or negative consequences if reported in good faith.

V. PROCEDURES FOR DISSEMINATION OF THIS POLICY

- A. Coastal Carolina University will disseminate this policy annually via email distribution to all students, faculty, and staff.
- B. The sponsoring division and/or department must both notify and enforce this policy with any program or event participants and any campus visitors.
- C. Contractors should receive notice from the department employing them that the University is a tobacco and smoke free campus and that their employees must comply with this policy.
Contractors, upon receiving this notification, are expected to notify all employees and subcontractors assigned to work at the University of this policy and enforce compliance.
- D. The university will post tobacco-free or no smoking signs to ensure awareness of the university policy at all building and stadia main entrances, in parking areas, and across campus and other university properties.

VI. 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 Department of Public Safety and Fire Safety Division must be notified of circumstances approved for exceptions to this policy.

VII. SMOKING CESSATION RESOURCES

Resources are available in providing cessation programs for employees who wish to end their use of tobacco products. Additional information is available from LifeServices EAP (Employee Assistance Program) at 800-822-4847 and www.lifeserviceseap.com. In addition, the Quit for Life Program is available to CCU employees who are enrolled in a State Health Plan by calling 866-784-8454 or <http://www.quitnow.net/SCStateHealthPlan> to enroll.