



Dillard University

Tobacco Free Campus Policy and Procedure

Adoption: January 2014; Enforcement: August, 2014

I. Purpose

The purpose of this policy and procedure is to provide guidelines for the implementation of a policy on the prohibition of tobacco use on the campus of Dillard University.

II. Background and Rationale

For more than 50 years, irrefutable evidence has grown showing that the use of tobacco products or exposure to tobacco smoke damages the human body with deadly consequences (How Tobacco Smoke Causes Disease: The Biology and Behavioral Basis for Smoking-Attributable Disease, A Report of the Surgeon General, U.S. Department of Health and Human Services, 2010). Tobacco is and continues to be one of the leading causes of preventable deaths affecting 1 in every 5 Americans. The U.S. Surgeon General has concluded that the only way to fully protect oneself from the dangers of secondhand smoke is through 100% smoke-free environments (The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General, U.S. Department of Health and Human Services, 2007). The implementation of Dillard University's tobacco free policy is not to infringe upon the unalienable rights of individuals under the U.S. Constitution; but to ensure that Dillard University provides a safe, healthy learning, working, and living environment for faculty, staff, students and visitors.

III. Policy

- a. The use of any tobacco product in any form (smoking or chewing) is prohibited effective January 2014.
 - b. This applies to all students, faculty, staff, contractors and visitors on all Dillard University properties.
- B. Definition: Tobacco is defined as all tobacco - derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), cigars and cigarillos, pipe, hookah-smoked products, and oral tobacco (spit and spitless also known as smokeless, dip, snus, chew, snuff, orbs, electronic cigarettes, etc.). Note: Marijuana, although not a tobacco

product, cannot be used as a substitution for tobacco on campus or neighboring areas of the community. Please see the section of the Faculty/Staff Handbook regarding the University Drug Policy.

- C. The use of tobacco products is prohibited at all times, on all university property and facilities, in all Dillard University vehicles, and in all personal vehicles while parked on Dillard University property.
- D. All tobacco industry promotions, advertising, marketing, and distribution in any format are prohibited on campus properties and for campus activities as will be direct funding from tobacco companies for such programs.
- E. This policy applies to all third parties that rent, use or visit Dillard University property or facilities.

IV. **Procedure**

A. General Education and Awareness

The implementation of this policy will be augmented by an education and awareness campaign that may include, but not limited to;

- Notification of policy to prospective and current students in both print and electronic formats.
- Notification of policy to all incoming students at all Orientation programs.
- Training of all supervisors on their governance responsibilities related to this policy prior to implementation of policy.
- Notification of policy to new staff/faculty hires through new employee orientation.
- A tobacco policy awareness statement will be signed by all current and new employees.
- Notification of policy at Faculty/Staff Institute.
- Notification of policy in University Studies courses.
- Posting of policy and/or link on appropriate web sites.
- Promotion and advertising of ongoing campus smoking cessation programs.

- Promotion and awareness of local, state and national cessation resources.
- Ensure that all university publications indicate Dillard University is a Tobacco Free Campus.
- Development and mass distribution of Dillard University Tobacco-Free Campus brochure

B. Permanent Visual Communication of Policy

Signs bearing the message “Tobacco-Free Campus” will be posted at each of the vehicular and pedestrian entrances, as well as other key traffic areas throughout the campus, and each building will display a decal that states “Tobacco Free Facility”. However, tobacco free zones apply on the grounds inside the campus, whether or not a sign is posted in a particular area. No ashtrays will be provided on campus.

C. Tobacco Use Cessation Programs

The University is committed to support all students and employees who wish to stop using tobacco products. Assistance to students, faculty and staff is available through the Office of Health and Wellness, Office of Student Success, Louisiana Public Health Institute, and the Louisiana Quit Line (1-800-QUIT-NOW). Either of these departments may be contacted for information regarding on and off campus cessation programs and services. Students may contact University Health Services for information regarding medications associated with cessation some of which are covered by student health insurance. Employee health insurance does not cover such medication.

D. Compliance

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. It is the responsibility of all members of the Dillard University community to comply with the Tobacco-Free Campus Policy as with all other university policies. Members of the campus community are empowered and expected to professionally and respectfully inform others about the policy through various ways including handing out cards about the policy; in an ongoing effort to enhance awareness and encourage compliance. Furthermore, employees and student leaders are expected to serve as role models for the entire campus community. Violations of the policy will be handled in a manner that is consistent with university procedures.

E. Enforcement

Complaint Reporting Procedure:

As per University Policy and Procedure and Student Code of Conduct violators of Dillard University policies are subject to appropriate disciplinary action up to and including applicable dismissal procedures.

Any member of the Dillard University community may and is expected to identify violators of the Dillard University Tobacco Free policy. Support will be provided by University Police, Recreation and Wellness, Office of Student Affairs, Human Resources, and any supervisor for those who are not comfortable addressing the violation him/herself.

It is the responsibility of supervisors to facilitate compliance among all employees under their supervision. As with any University policy, supervisors will support and play an active role in the enforcement of this policy.

The following general statements should be implemented:

Employee Violators

Complaints about employee violators of this policy should be brought to the attention of a supervisor, University Police, Recreation and Wellness, or Human Resources. Any and all complaints received should be forwarded to Human Resources.

Student Violators

Complaints about student violators of this policy should be brought to the attention of the Office of Students Affairs, Office of Residential Life, University Police, or Recreation and Wellness. All complaints received will be forwarded to the Assistant Vice President for Student Affairs and Hearing Officers.

Visitor Violators

Offices responsible for reserving facilities will establish procedures for enforcing policy when violations involve visitors who are participating in events associated with their office. Complaints about campus visitor violators should be brought to the attention of the office responsible for the event or University Police, who then will ask the violator to comply. If individual refuse to comply, then campus police can ask violator to leave campus.

Sanctions:

Sanctions for student violators will be addressed by the Office of Student Affairs and for employees by Human Resources. Consequences of violating the policy represent a range of sanctions that could include but are not limited to verbal warning, written documentation/warning, and appropriate disciplinary action by the Office of Student Affairs and Human Resources.

V. **Policy and Procedure Review**

This policy and procedure will be reviewed annually by a designated committee. Specific responsibility for completing revisions and associated outreach will be maintained by a subcommittee consisting at minimum of: a) the individual responsible for tobacco free funding (TFL grant), b) Office of Student Affairs, c) University Police, d) Human Resources, e) Recreation and Wellness.