



Policy No. 6.001
Northwest Louisiana Technical College

Tobacco-Free Campus

Original Adoption: April 23, 2014
Effective Date: August 1, 2014
Last Revision: April 23, 2014

The Northwest Louisiana Technical College (NWLTC) is committed to providing the highest level of quality education and training and to ensuring the safety of students, staff, visitors and property of the college. As part of this commitment, this policy establishes tobacco-free environments at each the college's campuses and instructional sites.

On June 10, 2013, Governor Bobby Jindal signed into law Act 211 (also known as Senate Bill 36) requiring all public post-secondary institutions to adopt smoke-free campus policies. Because of the effects of tobacco use, Northwest Louisiana Technical College (Northwest) has committed to be a tobacco-free campus for the purpose of promoting healthier environments for all persons, including faculty, staff, students, and visitors. Therefore, and to the extent permitted by State law, Northwest prohibits the use of tobacco products on any property owned, leased or controlled by the College.

In *Tobacco Free Living*, the U.S. Surgeon General's national prevention strategy, it is reported: "Tobacco use is the leading cause of premature and preventable death in the United States. Living tobacco free reduces a person's risk of developing heart disease, various cancers, chronic obstructive pulmonary disease, periodontal disease, asthma and other diseases, and of dying prematurely. Tobacco-free living means avoiding use of all types of tobacco products-such as cigarettes, cigars, smokeless tobacco, pipes and hookahs and also living free from second hand smoke exposure." In light of this information, and to ensure compliance with Act 211, it is the intent of this policy to prohibit tobacco use at Northwest subject to a phase-in period as set forth below.

Application

This policy shall apply to faculty, staff, students, visitors, vendors, contactors, and all others whom are prohibited from using any tobacco products (cigarettes, cigars, smokeless tobacco, snuff, chewing tobacco, electronic cigarettes, etc.) while on the property of Northwest.

Definitions:

Employee - any individual who is employed by Northwest for direct or indirect monetary wages and profit.

Student - any individual who is registered to take classes at Northwest.

Visitor - any individual who is on Northwest property who is not an employee or student.

Green Space - includes the landscaped and grassy areas of campus.

Outdoor Seating Areas - includes any area used for outdoor socializing.

Temporary Designated Tobacco Use Area - A temporary pre-approved location for tobacco use. The locations selected to the greatest extent possible, will be located far enough away from adjacent buildings or structures to minimize air quality concerns relating to those structures. In general, this will require a minimum distance of 50 feet from any air intake, gate, entryway, arch or doorway leading to or from adjacent buildings and structures. The tobacco use prohibition will be phased in as follows:

Tobacco use will be permitted, in a limited number of temporary designated tobacco use areas, until July 31, 2014; and (2) on August 1, 2014, the temporary designated tobacco use areas will lose such designation and all forms of tobacco use on or at the College will be prohibited.

"Smoke-Free" - prohibition of smoking.

"Tobacco-Free" - the prohibition on the use of tobacco derived or containing products, including but not limited to cigarettes (clove, bidis, kreteks), cigars, cigarillos, pipes, hookah-smoked products, and oral tobacco (spit and spitless also known as smokeless, dip, snus, chew, snuff, orbs, electronic cigarettes, etc.).

Tobacco Products - 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.).

General Policy

To the extent permitted by State law, the use of tobacco products is prohibited at all times:

1. In all interior space on Northwest's campuses and instructional sites;
2. On all outside property or grounds of Northwest's campuses;
3. In all Northwest vehicles;
4. In all indoor and outdoor athletic facilities.

All tobacco industry promotions, advertising, marketing, and distribution in any format are prohibited on campus properties and for campus activities as well as direct funding from tobacco companies for such programs. The sampling and/or sale of tobacco products and tobacco related merchandise (including logo containing items) is prohibited on all college property and at college and student organization/group sponsored events, regardless of the operating vendor. Organizers and attendees at campus events such as, but not limited to, conferences, meetings, lectures, social events, cultural events, etc. using Northwest facilities will be required to abide by the tobacco-free policy and procedures. Offices responsible for reserving facilities shall be responsible for informing organizers of events. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy. Littering the campus with the remains of tobacco products or any other disposable product is prohibited.

Procedures

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 Northwest community to

comply with the Tobacco-Free Campus Policy as with all other College policies. Members of our campus community are empowered and expected to professionally and respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance.

General Education and Awareness

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

- Notification to prospective students in both print and electronic formats.
- Notification to all incoming students at all Orientation programs.
- Notification to new staff/faculty hires through new employee orientation.
- A tobacco-free campus policy awareness statement will be signed by all current and new employees.
- Notification to all current students in both print and electronic formats.
- Notification at Faculty/Staff Conference(s).
- Posting of policy and/or link on appropriate web sites.
- Involvement of Student Government Association.
- Meetings conducted with key departments, programs, etc.
- Informational meetings, postings, and e-mail notification.
- Publication of policy in the Faculty Handbook, Administrative Handbook, College Catalog and Student Handbook, and the Student Organization Handbook.
- Promotion and advertising of ongoing campus smoking cessation programs.
- Promotion and awareness of local, state and national cessation resources.
- Notification in facility reservation process to all outside entities who use facilities or grounds for events.
- Ensure that publications indicate Northwest is a Tobacco-Free Campus.
- Ensure that all Northwest job postings contain information about the tobacco-free environment.
- Development and mass distribution of a Northwest Tobacco-Free Campus brochure.

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 around the campus, whether or not a sign is posted in a particular area. *No ashtrays will be provided on campus.*

Tobacco Use Cessation Programs

The College is committed to support all students and employees who wish to stop using tobacco products. Assistance to students, faculty and staff is available through Human Resources and Student Support Services. Please contact either of these departments for information regarding on- and off-campus cessation programs and services.

Enforcement

Faculty, staff, and Northwest administrators are expected to be positive role models and good ambassadors of the Tobacco-Free Campus policy to non- Northwest visitors on campus.

1. All Northwest supervisors must inform subordinate staff members of this policy and inform them that failure to comply can be grounds for disciplinary action, up to and including dismissal.
2. The monitoring and enforcement of the Tobacco-Free Campus policy are the responsibility of all Northwest faculty, staff, and students. Each member should consistently and politely

bring any infraction of this policy to the attention of person or persons observed violating the policy.

3. Northwest will inform and remind faculty, staff, students, visitors, vendors, and contractors of this policy by posting signage in strategically located areas. Faculty and staff will also be informed and reminded of this policy as part of pre-employment processes, new employee orientation, and other general employee communications.
4. Northwest will make every effort to make available referral options and support to faculty, staff, students, and others who choose to pursue cessation programs.

Penalties for Students, Employees and Non-Employees

Students

- 1st offense - Verbal warning and reminder that Northwest is a tobacco-free campus
- 2nd offense - \$30 ticket or 3 hours of campus service
- 3rd offense - Student is required to meet with the Student Grievance committee for violation and additional disciplinary sanctions

Faculty/Staff

Any faculty or staff members who violate the Tobacco-Free Campus policy will be referred to their immediate supervisor for penalties. Northwest employees who violate this policy will be informed that they may be asked to leave the premises.

Non- Northwest employees, visitors, vendors, contractors, and others not specifically employed by Northwest will be reported to the department responsible for their presence on campus. In circumstances, where departmental leadership is unable to remedy the situation, then the Northwest Facilities/Security Department will be contacted for assistance. Non-Northwest employees who violate this policy will be informed that they may be asked to leave the premises. Vendors and contractors may be subject to action, up to and including, the legal termination of a contract.

Questions

Any questions regarding this policy should be directed to the Human Resources Office.

Exceptions

Tobacco use will be permitted at temporary designated tobacco use areas. A limited number of temporary designated tobacco use areas will be available during the transition plan described above, all of which will be ***phased out as of July 31, 2014***.

Approved:



Dianne Clark
Interim Director