PP: 6050

HRD: 1116

**Smoking and Tobacco-Free Policy**

**Scope:** This policy applies to all students, employees, and visitors.

**Purpose:**

The College of Southern Maryland (CSM) seeks to provide a safe and healthful learning and working environment for its students, employees, and visitors. The college recognizes that smoke is offensive to many non-smokers and there is evidence suggesting that passive smoke inhalation is harmful.

This policy provides definitions and procedures related to a smoke-and tobacco-free college, including enforcement. Every member of the CSM community shares responsibility for adhering to and respectfully communicating the smoke-free and tobacco-free policy.

**Policy:**

The college is a smoke/tobacco-free college and workplace effective January 1, 2017. Smoking and the use of all tobacco products within the boundaries of all College locations including all buildings, facilities, indoor and outdoor spaces and grounds owned, rented, operated, and/or licensed by the College is prohibited. This prohibition extends to parking lots, walkways, sidewalks, sport venues, college vehicles and private vehicles parked or operated on College property.

**Information on how to stop smoking and on smoking cessation programs in the community is available at all campuses through CSM wellness and tobacco use prevention and cessation programs.**

**Definitions:**

1. **“E-cigarette” means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.**
2. **“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or in any form. “Smoking” also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.**
3. **“Tobacco” includes but is not limited to smoking tobacco, chew, snuff, snus, and dipping tobacco.**

**Procedure:**

Compliance: It is the responsibility of all members of the campus community to comply with this policy. This policy relies on the thoughtfulness, consideration, and cooperation of smokers and non-smokers for its success.

* Student Violation: Students who fail to comply with this policy will be verbally warned, advised of the policy and options for assistance, and requested to comply with the policy. If the student violates this policy a second time, the Department of Public Safety and Preparedness will report the violation to the Student Affairs Coordinator or Vice President of Student Instructional and Support Services. The Student Affairs Coordinator or Vice President of Student Instructional and Support Services will discuss the violation with the student and the student will be issued a written warning. Subsequent violations will result in more severe disciplinary action in accordance with the Student Code of Conduct.
* Employee Violation: Employees who fail to comply with this policy will be verbally warned, advised of the policy and options for assistance, and requested to comply with the policy. If an employee violates this policy a second time, the Department of Public Safety will report the violation to the Human Resources department. Human Resources and the supervisors will meet with the employee and the employee will be issued a written warning. Subsequent violations will be result in more severe disciplinary actions, up to and including termination.
* Visitor Violation: Visitors to the college who fail to comply with this policy will be verbally warned by the Department of Public Safety, provided with information concerning the policy, and asked to comply. If the visitor refuses to comply or violates the policy in the future, the Department of Public Safety may contact local law enforcement and follow protocols for removal of the visitor from college property.

The Department of Public Safety and Preparedness, as part of their normal responsibilities, will provide enforcement support for this Policy by informing individuals of the Policy and proper compliance; by reporting violations when an individual refuses to comply with the Policy; and by responding appropriately when called to a situation that may warrant their involvement. Individuals who observe violations of this policy should contact the Department of Public Safety at

301-934-7888, ext. 7909.

**Review:** This policy revision is effective January 1, 2017.

**Reference:** Board of Trustees Policy GEN: 415

**For more information contact:** Associate Vice President of Human Resources, ext. 7724

HRD: 9/88

Rev. 9/91

Rev. 9/92

Rev. 9/02

Rev. 12/08

Rev.1/15 Rev. 6/17