

TOBACCO-FREE ENVIRONMENT

I. Policy Section

3.0 College Operation

II. Policy Subsection

3.5 Tobacco Free Environment Policy

III. Policy Statement

Grand Rapids Community College is committed to protecting the health of students, staff, faculty and guests by prohibiting the use and/or sale of tobacco products on all GRCC properties. No person shall use, chew, smoke or sell tobacco products at any time or in any place on GRCC properties, including sidewalks within the boundaries of any GRCC campus. This policy shall extend to all properties owned, operated, leased or maintained by GRCC, including all Regional Centers, MTEC properties and Learning Corner properties and the McCabe-Marlowe House

Employees shall not use, chew, smoke or sell tobacco products during their paid work time. Students shall not use, chew, smoke or sell tobacco products at any time while subject to the jurisdiction of the GRCC Student Code of Conduct.

IV. Reason for the Policy

Grand Rapids Community College recognizes the health hazards of tobacco use and of exposure to secondhand smoke. As a leader in the community, GRCC strongly discourages the use of any and all tobacco products. Grand Rapids Community College is committed to offering our staff and faculty helpful smoking cessation and wellness resources.

V. Entities Affected by this Policy

- A) Grand Rapids Community College and all properties owned, operated, leased or maintained by Grand Rapids Community College including: M-TECs, Regional Centers, and Learning Corners.
- B) Parking Lots and Ramps, including inside personal vehicles and Grand Rapids Community College vehicles.
- C) GRCC employees, contractors, vendors, contracted employees, students, volunteers, and any other members of the public while on property owned, operated, leased or maintained by GRCC.

VI. Who Should Read this Policy

This policy applies to all GRCC employees, contractors, vendors, contracted employees, students, volunteers, and any other members of the public while on property owned, operated, leased or maintained by GRCC.

VII. Related Documents

Wellness Program Documents
Student Code of Conduct
Conflict of Interest Policy
Employee Contracts
Employee Handbooks
Purchasing Policies
Chapter 71, Title VI of the Grand Rapids City Code entitled (Clean Indoor Air Ordinance)

VIII. Contacts

Labor Relations Office
Campus Police
Student Affairs Office
GRCC Learning Academy (Wellness Programs)
Facilities Office

IX. Definitions

- A) **Tobacco products** include tobacco used for any purpose including but not limited to: cigar, cigarette, and pipe smoking, and smokeless tobacco.
- B) **Regional Centers** include any facility in which GRCC conducts programs during the time that GRCC is delivering services pursuant to a lease or contract.
- C) **Paid Work Time** does not include scheduled breaks or meal times off campus, travel in a personal vehicle, work at home or time spent at off-site meetings and conferences. It is expected that employees will adhere to the smoking restrictions in force at the off-site locations where they are dining and/or attending meetings and conferences.

X. Procedures

In view of the fact that each and every employee and/or student benefits from a tobacco-free college environment, the enforcement of this policy is most equitably placed as a responsibility on all members of the College community. Workshops are available to assist in the thoughtfulness, consideration and cooperation of non-smokers and smokers alike. Additionally, tobacco-free cards will be distributed to all employees and available throughout various offices

(Student Life, Human Resources, Learning Academy, Enrollment Center, etc., off-site facilities, etc.) to pass out to individuals (smokers and non-smokers) unaware of GRCC's Tobacco-Free Campus. Individuals, studying, working or visiting Grand Rapids Community College are expected to cooperate with the tobacco-free policy and persons that repeatedly disregard the policy will be subject to the appropriate disciplinary action. Contact Human Resources, Campus Police and/or Student Affairs if you have any questions regarding this policy.

A. Supervisor Responsibilities:

1. Supervisors shall advise each new employee that GRCC is a smoke free campus.

B. Human Resources Responsibilities:

1. All GRCC postings shall indicate that GRCC is a smoke free campus
2. This policy shall be made available to all applicants as a link to GRCC's Employment Opportunities ("Jobs") web page.

C. Staff/Faculty/Student Responsibilities

1. All staff, student and faculty are responsible for adhering to the following protocol when they see any person use tobacco products in violation of this policy:
 - a) Courteously and tactfully approach the person and explain the Tobacco-free Environment policy.
 - b) Offer information regarding available assistance with smoking cessation.
 - c) If an employee continues to use tobacco products in violation of this policy, report the incident to the appropriate Supervisor/Director or the Executive Director of Labor or Staff Relations. The supervisor should then review the facts with the Executive Director of Labor or Staff Relations to ensure due process and appropriate corrective action.
 - d) If a student continues to use tobacco products in violation of this policy, report the incident to the Dean of Student Affairs or designee. The Dean of Student Affairs shall then review the facts to ensure due process and appropriate corrective action.

D. Sanctions: Corrective Action is intended to be supportive prior to any consideration of discipline:

- a) Level 1: Respectful and empathetic communication. The goal is to have the individual discontinue use of the tobacco product and discard it in appropriate receptacles. (All audiences)
- b) Level 2: Encouragement and support offered through existing smoking cessation services or referrals. The goal is for the individual to develop the capacity to refrain from use of tobacco products during all working hours. (All audiences)
- c) Level 3: The goal is to reinforce the Tobacco Free Environment by discipline consistent with the unique facts and circumstances surrounding repeated violations of the policy. (Employees and students)

XI. Forms

N/A

XII. Effective Date

November 20, 2008

XIII. Policy History

Replaces Policy Number 3.5 previously titled "Clean Indoor Air Act"
Approved October 1, 2007

XIV. Next Review/Revision Date

As needed