



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Tobacco and Smoke-Free Campus
Department	Human Resources
Policy Editor	Creché Navarro
Request Type	New ☐ Amended ☐ Removed ☐ Reviewed ☒

OBJECTIVE (Briefly state your purpose.)

Current policy reviewed--The only change was an updated link to USG cessation resources.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

- Board of Regents' (BOR) 6.10.2 Prohibition of Tobacco Products
- USG Human Resources Manual: <https://www.usg.edu/hr/manual>
- Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

No changes need to be communicated.

Authorizations

Dean or Supervisor Signature and Date: _____

Cabinet Sponsor (VP) Signature and Date: _____
Madelyn Brown Digitally signed by Madelyn Brown
Date: 2021.06.11 15:06:46 -04'00'

President Signature and Date: _____
Kirk A. Nooks Digitally signed by Kirk A. Nooks
Date: 2021.06.17 08:39:12 -04'00'

***Policy Template must be submitted with this form.**



POLICY TEMPLATE

(Use Arial Font size 10 for everything below)

Policy Name:	Tobacco and Smoke-Free Campus				
Section #:		Section Title:	Human Resources		
Responsible Cabinet Member:	Madelyn Brown	Proposed:		Adopted:	
Responsible Office:	Human Resources	Reviewed:	5/10/21	Revised:	
Contact:	Creché Navarro	Approved:		Webpage:	

1. Policy Statement

Gordon State College is committed to providing a safe and healthy work environment for all students, faculty, staff and visitors. We are dedicated to being an active partner in the safety, health, and welfare of all who study, teach, work and visit our campuses. In accordance with this commitment, Gordon State College has been designated as a tobacco and smoke-free free campus.

2. Reason for Policy

The use of tobacco products is widely accepted as a leading cause of avoidable death. The mortality and morbidity of tobacco use has adverse effects among tobacco users and non-users alike including respiratory disorders, heart disease and various forms of cancer. People exposed to secondhand smoke absorb nicotine and other toxic chemicals just as smokers do. It is with this knowledge that we recognize our responsibility to promote the health, well-being and safety of our students, faculty, staff and visitors.

3. Who Should Read this Policy

This policy applies to all persons who enter the campus of Gordon State College and includes but is not limited to students, faculty, staff, contractors, subcontractors, business consultants and visitors.

4. Resources

- Board of Regents' (BOR) 6.10.2 Prohibition of Tobacco Products
- USG Human Resources Manual: <https://www.usg.edu/hr/manual>
- Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A

5. Definitions

N/A

6. The Policy

In accordance with the Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A, this policy reinforces the USG commitment to provide a safe and amicable workplace for all employees. The goal of this policy is to preserve and improve the health, comfort and environment of students, employees, and any persons occupying our campuses.

The use of tobacco products of any kind is prohibited on all portions of the campus. Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on USG properties unless specifically stated for research purposes. This includes, but is not limited to, all buildings, outdoor areas and parking lots owned, leased or controlled by Gordon State College. The use of tobacco products is also prohibited in all Gordon State College vehicles.

“Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

All events hosted by the College or hosted by outside groups at the College shall be tobacco free. Appropriate signage will be placed to inform persons entering the campus that it is a tobacco free campus.

Enforcement

Faculty, staff and students of Gordon State College are expected to be positive role models and good ambassadors of the tobacco free initiative to non-Gordon State College persons on campus.

1. All Gordon State College supervisors will inform subordinate staff and faculty members of this policy and inform them that failure to comply can be grounds for disciplinary action.
2. The monitoring and enforcement of the tobacco free campus policy is the responsibility of all Gordon State College faculty, staff and students. Each member should consistently and politely bring any infraction of this policy to the attention of the person or persons observed violating this policy.
3. Visitors, vendors or contractors, and others not specifically employed by Gordon State College will be reported to the department responsible for their presence on campus. Attempts should be made to remedy violations prior to contacting Gordon State College Public Safety. In circumstances where departmental leadership is unable to remedy the situation, then Gordon State College Public Safety will be contacted for assistance.
4. Faculty and Staff will be informed and reminded of this policy as part of the pre-employment process, new employee orientation and other general employee communications.
5. Visitors who violate this policy 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.
6. Gordon State College will make every effort to make available referral options and support to faculty, staff, students and others who choose to pursue cessation programs. Contacts for local agencies offering cessation programs are available in the Office of Human Resource or online at https://www.usg.edu/well-being/site/article/tobacco_cessation_resources.