

TOBACCO FREE RHODES STATE

Policy 6.10.1
BOT 10-15-2013

Applies to: Faculty, Staff, Students, Vendors, Volunteers and Visitors

Notice of Transition from Non-Smoking to Tobacco Free Rhodes State effective January 1, 2014

Until January 1, 2014, the Non-Smoking Policy 6.10, will continue in effect. Until January 1, 2014, the Tobacco Free Committee will direct implementation efforts. Rhodes State's emphasis will be on education, communication, and support systems. During this time, all campus departments must clearly and regularly communicate to faculty, staff, students, and visitors that Rhodes State College will become tobacco free effective January 1, 2014. All College areas are encouraged to communicate the change and prominently display it on websites and communications: **Rhodes State College will be tobacco free effective January 1, 2014.**

POLICY

The College strives to enhance the general health and wellbeing of its faculty, staff, students, and visitors. The College desires to support individuals to be tobacco free, to achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, the College intends to provide a tobacco free environment. Smoking and the use of tobacco and tobacco products are prohibited in or on all college owned or leased property including vehicles.

Definition: Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, oral and nasal tobacco (spit and spitless, smokeless, chew, snuff). It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

- A. The college is strongly committed to supporting individuals to become tobacco free. Tobacco cessation programs and support will be available to employees and students as identified in the Cessation and Resources sections. Nicotine replacement or delivery products for the purpose of cessation are permitted under this policy. Electronic-cigarettes (e-cigs) are not permitted for the purpose of cessation.
- B. Advertising and sale of tobacco are prohibited on college owned, operated, or leased property or at any college sponsored event or college owned or sponsored media.
- C. Cessation
 - 1. The college is committed to supporting all faculty, staff, and students who wish to stop using tobacco/nicotine products.

2. Assistance to overcome tobacco/nicotine addiction is available through the College medical plan and other resources that will be made available to faculty, staff and students through Human Resources.

PROCEDURES

A. Policy Success

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. Administrators, faculty, staff, students, and visitors share the responsibility for adhering to and enforcing the policy.

1. Continued concerns should be referred to the appropriate department for review and action:
 - a. For faculty, staff, and student employees, issues should be referred to the employing department head.
 - b. For students in the non-employment setting, issues should be referred to Student Affairs (Code of Conduct Officer – see Resources below for contact information).
 - c. For volunteers and visitors, issues should be referred to the hosting unit.

B. Communication

1. Administrators, managers, and supervisors are responsible for respectfully communicating the policy to faculty, staff, students, and visitors.
2. Faculty, staff, students, and visitors who observe individuals using tobacco on college property are encouraged and empowered to explain respectfully that its use is prohibited.
3. Signage must be placed on entrances to and exits from buildings and on college owned and leased vehicles.

C. Compliance with Ohio Smoke-Free Workplace Law (ORC Chapter 3794)

1. When complaints are sent directly to a college department by a health department, the college department must contact Human Resources and:
 - a. Make a good faith effort to find out what behaviors are occurring or occurred to trigger the complaint.
 - b. Follow up with involved faculty, staff, students, and visitors to ensure that prohibited behavior stops.
 - c. Human Resources will issue a letter of response to the health department within 30 days of the college receiving the complaint.

d. Ensure that state law and college policy are being followed, and communicate to faculty, staff, students, and visitors the requirements of the college’s tobacco free policy and state law.

f. Ensure that signage is appropriately displayed on building entrances and exits.

RESPONSIBILITIES

Position, or Office	List of Responsibilities
All persons	<ul style="list-style-type: none"> • Comply with this policy. • Individuals are encouraged and empowered to inform others respectfully about the policy in an ongoing effort to support individuals to be tobacco free, improve individual health, and encourage a culture of compliance. • Use cessation resources as desired.
College administrators, managers, and supervisors	<ul style="list-style-type: none"> • Ensure compliance in their areas of responsibility and on the larger campus to support individuals becoming tobacco-free. • Communicate policy expectations to individuals. • Hold individuals responsible for compliance with the policy. • Communicate policy violations to administrators and managers in specific areas where problems occur. • Forward complaints of violation of the Ohio Smoke Free Workplace Law to Human Resources within five days.
Employing department	<ul style="list-style-type: none"> • Communicate policy expectations to individuals. • Ensure that signage is appropriately displayed on building entrances and exits. • Provide information on tobacco cessation resources. • Address policy violations with faculty, staff, and student employees. • Forward complaints of violation of the Ohio Smoke Free Workplace Law to Human Resources within five days.
Human Resources	<ul style="list-style-type: none"> • Communicate policy expectations to individuals. • Consult with departments on this policy. • Consult with and support departments that receive complaints of violation of the Ohio Smoke Free Workplace Law. • Respond to complaints from a local health department about the Ohio Smoke Free Workplace Law.
Student Affairs	<ul style="list-style-type: none"> • Ensure compliance among students to support individuals becoming tobacco-free. • Communicate policy expectations to individuals. • Address policy violations with students in the non-employment setting. • Offer tobacco cessation support to students.

RESOURCES

- Frequently Asked Questions (see attached)
- Talking with someone who is using tobacco on College property (see attached)
- Student Affairs Code of Conduct Officer – Contact number: (419)-995-8393
- Tobacco Cessation Support available through Rhodes State Human Resources
 - Website: <http://www.RhodesState.edu/TobaccoFreeRhodes>
 - Email: TobaccoFree@rhodesstate.edu
 - Telephone: (419)-995-8445