

Southern University System

100% Tobacco-Free Policy

Effective Date: January 2, 2012

Southern University System is committed to providing its employees and students with a safe and healthful environment. Southern University System also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors.

Southern University System also recognizes that it has the legal authority to prohibit tobacco use pursuant to Louisiana Revised Statutes 40:1300.21-1300.17 as well as 40:1300.41-1300.47 which are applicable portions of the law governing the smoke free office workplaces and public places.

Therefore, Southern University System has set the following 100% tobacco free campus policy to be implemented within 90 days of the effective date January 2, 2012.

1. Use of tobacco is prohibited by students, staff, faculty or visitors:

- In all campus buildings, facilities or property owned or leased by Southern University System and outside areas of the campus where non-smokers cannot avoid exposure to smoke;
- On campus grounds, facilities or vehicles that are the property of the campus;
- At lectures, conferences, meetings and social and cultural events held on school property or school grounds.
- For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco, snuff and electronic cigarettes.

2. The sale or free distribution of tobacco products, including merchandise on campus or at school events is prohibited.

3. The University System, campus organizations, and student organizations are prohibited from accepting money or gifts from tobacco companies including:

- a. Parties sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (t-shirts, hats, etc.) on campus.
- b. All tobacco advertising, such as billboards and signs in sports stadiums owned and operated by Southern University System.

4. **Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by Southern University System.**
5. **Southern University System will provide information on free and accessible tobacco treatment/resources on campus.**
 - These tobacco treatment/resource programs shall be publicized regularly in student and staff publications, posted in residence halls and academic buildings, via Human Resources and the Student Health Center (and through other appropriate means deemed necessary).
 - The following “free” tobacco cessation services are provided by the State:
 - 1-800-Quit Now (the number of session[s] and services will depend on a person insured/non-insured status)
 - WebCoach (after a person’s first call to **1-800-Quit-Now** they will receive access to this service)
 - LSU’s Tobacco Control Initiative (TCI), depending on a person’s location they offer the following services:
 - Self-Help Material
 - Behavioral Counseling (Group)
 - Quit-Line Assistance (1-800-QUIT-NOW)
 - Pharmacotherapy Assistance
 - PARTICIPATION NOTE: You must be an LSU patient to receive the medication at a discounted price. However Medicaid and private insurance participants can be assessed for medication and receive a prescription, but not at the LSU patient rates. Actually if the patient has Medicaid it’s cheaper than LSU’s rate and, of course, private insurance varies in coverage. The only Nicotine Replacement Therapy (NRT) medication offered through this program is Nicoderm patches.
 - TCI information line, **504-941-8382**
 - Human Resources and the Student Health Center Departments will house all present and future cessation/tobacco use information. Either of these departments can be contacted for information regarding on and off campus cessation programs and services.

6. Compliance

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 Southern University System community to comply with the Tobacco-Free Campus Policy as with all other university 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. Furthermore, employees and student leaders are expected to serve as role models for the entire campus community. Violations of the policy will be handled in a manner that is consistent with university procedures.

- A campus Tobacco-Free Taskforce shall develop a plan for communicating the policy with students, staff, faculty and visitors by January 2, 2012, but no later than January 31, 2012.
 - This taskforce shall consist of the following:
 - CoC Network Director/Representative
 - Campus Police
 - Student Government Association
 - Student Health Services Director/Representative
 - Athletic Department Representative
 - And any other designatee[s] deemed necessary
- The System (via the taskforce) will ensure that appropriate signage and other physical indicators of the tobacco-free policy are provided and up by January 2, 2012, but no later than March 30, 2012.
- Smoking waste management products such as ashtrays shall be removed by January 2, 2012, but no later than January 31, 2012.

7. Enforcement

Complaint Reporting Procedure:

- As per University Policy and Procedure and Student Code of Conduct violators of University policies are subject to appropriate disciplinary action up to and including applicable dismissal procedures. The Taskforce is responsible for approving and/or modified the suggested (Appendices A-C) procedural guidelines by January 2, 2012, but no later than January 31, 2012.
- Any member of the Southern University System community may and is expected to identify violators of the Southern University System Tobacco Free policy. Support will be provided by University Police (UP), Judicial Affairs, Human Resources, and any supervisor for those who are not comfortable addressing the violation him/herself.

- It is the responsibility of supervisors to facilitate compliance among all employees under their supervision. As with any University policy Supervisors will support and play an active role in the enforcement of this policy.
- In addition to the following general statements about reporting, specific reporting guidelines can be found in Appendix A.

Employee Violators

Complaints about employee violators of this policy should be brought to the attention of a supervisor, University Police, Environmental Health and Safety, or Human Resources. Any and all complaints received by U.P. or a supervisor should be forwarded to Human Resources. The Taskforce is responsible for approving and/or modified the suggested (Appendix A) procedural guidelines by January 2, 2012, but no later than January 31, 2012.

Student Violators

Complaints about student violators of this policy should be brought to the attention of Judicial Affairs, University Police, or Housing & Residential Life. All complaints received should be forwarded to Judicial Affairs. The Taskforce is responsible for approving and/or modified the suggested (Appendix A) procedural guidelines by January 2, 2012, but no later than January 31, 2012.

- *Housing & Residential Life is responsible for compliance in campus student residences, per the Southern University System Handbook, violation of policies and procedures as stated.*

Visitor Violators

Offices responsible for reserving facilities will establish procedures for enforcing policy when violations involve visitors who are participating in events associated with their office. Complaints about campus visitor violators should be brought to the attention of the office responsible for the event or University Police. The Taskforce is responsible for approving and/or modified the suggested (Appendix A) procedural guidelines by January 2, 2012, but no later than January 31, 2012.

Sanctions:

Sanctions for student violators will be addressed by Judicial Affairs and for employees by Human Resources. Consequences of violating the policy

represent a range of sanctions that could include but are not limited to verbal warning, written documentation/warning, and dismissal/expulsion proceedings for both employees and students.

8. Policy and Procedure Review

This policy and procedure will be reviewed annually by the Taskforce. Specific responsibility for completing revisions and associated outreach will be maintained by the CoC Network.

This policy was adopted by the Southern University System on October 28, 2012.

Appendix A

Complaint Reporting Procedure Information

Guidelines

Employee Violations

1. Anyone identifying an employee violation will
 - a. Report it to a supervisor; or
 - b. Report it to Human Resources; or
 - c. Report it to University Police
2. Supervisors and University Police will forward all reports received by their office to Human Resources
3. Human Resources will request that the reporter complete an incident form
 - a. Guidance will be provided by HR as this form may be completed on paper or online
 - b. *The Taskforce is responsible for drafting and approving this document by January 2, 2012, but no later than January 31, 2012.***

Student Violations

1. Anyone identifying a student violation will
 - a. Obtain full name and/or ask for their identification card; **and**
 - b. Report the incident to Judicial Affairs, University Police, or Housing & Residential Life
 - c. Contact University Police when
 - i. The violator is noncompliant; **or**
 - ii. It is outside of normal university business hours
 - d. Contact Housing & Residential Life when
 - i. The individual lives in campus housing
2. University Police and Housing & Residential Life will forward all reports received to Judicial Affairs
3. Residence Hall staff will be responsible for addressing all violations with residence hall students while on or around residence hall property including but not limited to parking lots, walkways, courtyards, building entrances and exits, by
 - a. Reminding the person of the policy; **and**
 - b. Requesting immediate compliance with policy; **and**

- c. Obtaining full name and/or asking for their identification card; **and**
 - d. Completing paper/online violation form
4. Staff for other facilities and programs will be responsible for addressing violations there (i.e. union staff, athletics) and expected to enforce the policy following the basic procedures in this document and the detailed procedures created for their particular facility or program.

Visitor Violators

1. Anyone identifying a visitor violation associated with an event will
 - a. Contact university police; **or**
 - b. Contact office responsible for the event the in which the visitor is participating
2. Anyone identifying a visitor violation not associated with an event will contact University Police
3. Visitors who do not comply will be removed from campus at the discretion of University Police

Documentation of Violations

A form will be completed in paper or online for each violation that occurs. Assistance and direction from Human Resources and Judicial Affairs will be available. This form:

1. May be completed online or on paper
2. Be forwarded to Judicial Affairs or Human Resources
3. Maintain a record of each violation
4. Allow for monitoring of repeat violators

Appendix B

General Role of University Police

University Police will

1. Respond to
 - a. Observed violations while on patrol at any time both during and outside of normal business hours
 - b. Requests for assistance after normal university business hours
 - c. Incidents where violator's behavior is of concern or there is noncompliance
2. Give violators preprinted card with resources and policy reminder
3. Forward violation information to Human Resources or Judicial Affairs

Appendix C

Sanctions

Students

Sanctions for student violators will be addressed by Judicial Affairs Director. Sanctions will follow a progressive format for all reported violations.

1. First Violation: Violator will
 - a. Receive a verbal warning through Judicial Affairs and a resource/policy reminder card
2. Second Violation: Violator will
 - a. Be placed on disciplinary probation **and**
 - b. Any other disciplinary action as per the Code of Conduct (students) to be determined by Judicial Affairs.
3. Third Violation: The violator will be charged with violation of probation and appropriate actions will be pursued including applicable dismissal procedures.

Note: The University/campus reserves the right to consider mitigating factors that may influence the process to make it stricter or more lenient depending on the particular circumstances.

Employees

Violators of University policies are subject to disciplinary action up to and including applicable dismissal proceedings. Progressive discipline sanctions will be implemented through the following general format that includes but is not limited to:

1. First Violation: Violator will
 - a. Receive verbal warning through his/her supervisor with the assistance of Human Resources
2. Second Violation: Violator will
 - a. Receive written warning/reprimand from his/her supervisor with the assistance of Human Resources
3. Third Violation:
 - a. Applicable dismissal proceedings will be conducted and facilitated by Human Resources with the involvement of the violator's supervisor.

Note: The University/campus reserves the right to consider mitigating factors that may influence the process to make it stricter or more lenient depending on the particular circumstances.

Visitors

Visitors found in violation of the policy will be requested to comply. Those who do not comply will be asked to leave campus. Repeat violators may also be banned from campus. See *Appendix A* for information regarding reporting visitor violations.