

# Procedure

## Cessation:

The College will support students, faculty, and staff in their efforts to become Tobacco free.

1. Tobacco cessation programs and support will be available to students, faculty, and staff. Assistance to students, faculty and staff to overcome addiction to Tobacco is available through Human Resources and the Office of Student Life, Athletics, and Recreation.
2. Nicotine replacement therapy products for the purpose of cessation are permitted on College Owned, Operated or Leased Property.

## Signage:

1. College Plant Operations is responsible for the installation and maintenance of signage, in consultation with the Office of Human Resources and Office of Student Life, Athletics, and Recreation.
2. Signage will be placed appropriately on College Owned, Operated or Leased Property. Signage may be featured on College grounds, entrances to and exits from College buildings, including parking garages and on College owned and leased vehicles. Additionally, signage may be placed in former designated smoking areas or areas that experience difficulties in eliminating tobacco use.

## Communication:

1. It is the responsibility of students, faculty and staff to proactively and respectfully inform those on our Campus about the change in the College's Tobacco Policy.
2. The College's Breathe Free Advisory Board and Taskforce will actively pursue additional means of communication to our external stakeholders.
3. The College will provide ongoing communication to new and returning students, faculty and staff about the College's 100% Tobacco Free Policy.

## Compliance:

1. It is the responsibility of all students, faculty, staff and visitors to observe and adhere and respect the College's Tobacco Free policy. Students, faculty and staff are encouraged and empowered to respectfully inform others about the policy in an ongoing effort to support the College's goal of becoming Tobacco free and improving individual health and well-being.
2. College leaders, managers, supervisors and employees are expected to support individuals becoming tobacco free and to promote compliance in their areas of responsibility and on the campus/site where you are located.
3. Violation of the College's Tobacco Free policy may result in corrective action under the Student Conduct Code, Employee Code of Conduct policy, or other applicable College Policies and Procedures. Visitors refusing to comply with the College's Tobacco free policy may be asked to leave College Owned, Operated or Leased Property.