



Jamestown Community College  
Policies and Procedures

<b>Policy Title</b>	<b>Tobacco and Smoke Free Campus</b>	<b>Policy Number</b>	<b>048</b>
<b>Section</b>	<b>Governance, Organization and General Information</b>	<b>Approval Date</b>	<b>8/2012</b>
<b>Subsection</b>	<b>Individual Rights</b>	<b>Effective Date</b>	<b>8/2014</b>
<b>Responsible Office</b>	<b>Human Resources/Campus Safety and Security</b>	<b>Review Date</b>	<b>7/20/2021</b>

### 1.0 Purpose

**1.1** To demonstrate Jamestown Community College's commitment to providing a safe, healthy, comfortable, and productive living and learning environment for the entire campus community.

**1.2** To demonstrate leadership in the promotion of the physical, emotional, cultural and social well-being of all community members and to provide outstanding opportunities and support for healthy living.

### 2.0 Policy

#### 2.1 Smoke Free and Tobacco Free Grounds

**2.1.1** Tobacco use is prohibited everywhere within the perimeter of all Jamestown Community College property, both indoors and outdoors, as well as in College-owned vehicles and in any vehicle on Jamestown Community College property.

**2.1.2** Tobacco use is prohibited at all College-sponsored, off-campus events.

#### 2.2 Advertising, Promotions, & Sales

**2.2.1** Tobacco sales are prohibited anywhere on the Jamestown Community College campus.

**2.2.2** The College will not accept advertising, marketing, distribution, or promotion of tobacco products.

#### 2.3 Sponsorships, Gifts, Funding

**2.3.1** All grants and gifts to Jamestown Community College and all solicitations and proposals for such funds must have the approval of the College and must conform to the College's Mission Statement, culture of wellness, college policies and applicable laws and regulations. In addition, Jamestown Community College will not invest in any direct tobacco company holdings.

## 2.4 Cessation

**2.4.1** Understanding the addictive nature of tobacco use and that breaking that addiction is extremely difficult for many people, the College will make every reasonable effort to assist those employees and students who wish to stop using tobacco.

**2.4.2** The campus will promote and provide evidence-based cessation resources. Faculty, staff, and students can access cessation treatment through the Health Centers and can then be referred to an outside organization, if needed. Employees can also access support through the Employee Assistance Program and current health insurance provider.

## 3.0 Procedures

### 3.1 Compliance

**3.1.1** It is the responsibility of all members in the College community to observe this tobacco policy.

**3.1.2** Enforcement of this policy will depend on the cooperation of all members of the Jamestown Community College campus community, both to comply and encourage others to do so.

**3.1.3** Jamestown Community College will inform members of the campus community about the tobacco policy by widely disseminating information about the policy on a regular basis. The tobacco policy will be clearly posted in employee and student handbooks, on the campus website, and as part of other publications.

**3.1.4** The policy will be shared with parents, alumni, and visitors through media, campus announcements, the website, and other means.

**3.1.5** Key components of the policy will be posted on signage around campus (e.g. Tobacco use is not allowed on campus grounds). Public announcements and signs will address the policy at events on campus.

**3.1.6** Policy non-compliance will prompt an initial educational response which will include information regarding the existence of the policy, the rationale for the policy, and the availability of tobacco cessation support services both on and off campus. Repeated non-compliance will be referred to the appropriate campus student conduct or employee supervisory system for resolution, which may include sanctions and/or disciplinary action(s).

## 4.0 Definitions

**4.1 College Property:** any property owned, leased, or operated by Jamestown Community College.

**4.2 Direct tobacco company holdings:** corporate stock holdings directly owned by the College, not including stock holdings that may be owned through mutual funds or other indirect investments.

**4.3 Tobacco:** all tobacco and tobacco-derived products intended for human consumption, including, but not limited to: cigarettes, cigars, hookah-smoked products, clove cigarettes, bidis, kreteks, electronic

cigarettes, smokeless tobacco, and snus. This definition does not include any product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco use cessation product.

**4.4 Tobacco Company:** a company that produces and/or markets branded tobacco products, including any subsidiaries, but not including parent companies which engage in business activities that are not in any way related to tobacco.

## 5.0 References