

CP 1.8.1 Tobacco-Free Facilities

Related Board of Trustee Policy: BP 1.8

Responsible Official *President*
Approvals *06/11/15*
Revision

Procedure

The use of all tobacco products by visitors in any building (either owned or leased by the College) will not be tolerated. Visitors in violation of this policy will be asked to refrain. If an individual fails to comply, College personnel may ask the individual to leave the building.

Appropriate signs illustrating a tobacco-free environment will be prominently displayed on all College facilities whether owned or leased by the College.

Any person(s) or organizations using any building (either owned or leased by the College) shall agree to abide by this policy as a condition to the agreement for the use of facilities.

VIOLATIONS

Employees:

First Offense Verbal warning by supervisor
Second Offense: Written warning by supervisor to be placed in personnel file located in Human Resources.
Third Offense: Continual violation will be considered insubordination and appropriate action will be taken.

Students:

First Offense: Verbal warning by College staff.
Second Offense: Continual use of tobacco products will be considered a violation of this policy and appropriate disciplinary action will be taken by the Vice President for Learning and Student Services.