



CAMPUS SMOKING POLICY

Policy Title: Campus Smoking Policy

Policy Type: Administrative

Policy Number: Administrative Policy # 42-23 (2018)

Approved: 05/25/2018

Responsible Office: Environmental Health Safety and Risk Management Office

Responsible Executive: Vice President of Finance and Administration

Applies to: University Community

POLICY STATEMENT This Policy prohibits smoking in Norfolk State University indoor facilities, certain other specific property areas, and vehicles, all whether owned or leased and regardless of location. By promoting a smoke-free environment on campus, the University seeks to (1) protect the public health and welfare by prohibiting smoking, including the use of electronic cigarettes; (2) guarantee the right of nonsmokers to breathe smoke free air, while recognizing that the need to breathe smoke free air shall have priority over the desire to smoke; and (3) to encourage a healthier, more productive living and learning environment for all members of the University community; yet (4) provide a place for smokers while ensuring the health of nonsmokers.

TABLE OF CONTENTS	PAGE NUMBER
Definitions	2
Contact	2
Stakeholders	2
Campus Smoking Policy	3
Publication	4
Review Schedule	4
Related Documents	4
Forms	5

DEFINITIONS

Electronic Smoking Device - means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

Hookah - means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

Inhalants - intentional inhalation of chemical vapors or huffing to attain a mental “high” or euphoric effect. A wide variety of substances including household products are abused by inhalers. Health consequences range from inattentiveness to death. Death from huffing can occur upon first time use or prolonged inhalant abuse.

Smoke Free Tobacco - means oral tobacco (spit and spit less, chew and snuff).

Smoking – for the purposes of this policy, smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of (1) an Electronic Smoking Device, and (2) the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.

CONTACT

The Environmental Health Safety and Risk Management Office officially interprets this Policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed Environmental Health Safety and Risk Management Office at (757) 823-9142.

STAKEHOLDER(S)

University Community

CAMPUS SMOKING POLICY

This Policy applies to University buildings, facilities, and vehicles, all whether owned or leased and regardless of location. Smoking is not permitted in any enclosed building or place, including but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and residential spaces within University or University-affiliated housing.

Smoking shall also be prohibited outdoors in certain areas on Norfolk State University campus property including all area within 25 feet of any door to any building or other enclosed space, covered loading docks, covered paths, and semi-enclosed stadiums. Smoking is permitted outdoors on University grounds, plazas, sidewalks, malls, and other similar open pedestrian-ways, provided smokers are at least 25 feet from an entrance or exit of any building or other enclosed facility. Cigarette butt and other smoking remnants must be placed in ash cans provided for such use. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

Smoke-Free Tobacco

Use of smoke-free tobacco is prohibited at all times on all University grounds, in University owned or leased properties and inside campus owned, leased or rented vehicle.

Smokers' Responsibilities

This Policy was developed in an effort to protect students, faculty and staff from the potential health hazards and discomforts associated with exposure to smoke while also recognizing and respecting the personal right of those individuals who choose to smoke.

Those who smoke outside of buildings are expected to be considerate and courteous of other individuals in the University community. Smoking locations should not impede traffic flow in or out of buildings and should be in a location where smoke cannot drift into office, class or living space. Additionally, smokers must leave the smoking locations free of cigarette butts and other trash materials. All faculty, staff, students and visitors share the responsibility of keeping the campus clean, attractive, and litter-free.

Tobacco-Related Advertising or Sponsorship

In general, tobacco-related advertising are not permitted on Norfolk State University property, at University-sponsored events, or in publications produced by the University, with the exception of sponsorship listings and acknowledgements of contributions in University event programs. Nothing in this policy shall preclude tobacco related corporations and foundations from contributing to the University or from sponsorship of University activities, unless otherwise prohibited.

For the purposes of this policy, "tobacco related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

Cigarettes, including electronic cigarettes, cigars, smokeless tobacco, and pipes, including hookah pipes, shall not be sold or distributed as samples on university grounds, either in vending machines, the student center, or any area on campus.

Compliance

Complaints or concerns regarding this Policy or disputes related to its implementation should be directed to an immediate supervisor for resolution. If a resolution cannot be reached, the immediate supervisor will refer the matter to the department head or vice president for handling using existing departmental administrative channels and administrative procedures.

Violations of this Policy by employees of the University are subject to the applicable Handbook provisions and Commonwealth [Standards of Conduct Policy 1.60 \(2011 as amended\)](#).

Smoking cessation program information shall be made available through the Office of Human Resources to assist and encourage individuals who wish to quit smoking.

PUBLICATION

This policy will be published in the Policy Library on the NSU website and made available to all University faculty, staff and students. Copies of this policy shall also be distributed to all new faculty and staff at initial employment orientation and shall be included with information given to all admitted students. Announcements shall also be printed in campus newspapers to insure that everyone understands the policy. No Smoking signs shall be posted at all points of entry to the University campus and at all building entrances.

REVIEW SCHEDULE

- Next Scheduled Review: 05/25/2021
- Approval by, date: 05/25/2018
- Revision History: 03/19/2003, effective 04/01/2003; 11/24/2014; 03/21/2016; 04/21/2017
- Supersedes: NSU Policy # 44.500 (2003)

RELATED DOCUMENTS

- Virginia Department of Human Resource Management Policy # 1.25, Hours of Work
- Virginia Department of Human Resource Management Policy # 1.60 Standards of Conduct
- Norfolk State University Student Handbook
<https://www.nsu.edu/Assets/websites/student-affairs/student-handbook/NSU-Student-Handbook.pdf>
- Teaching Faculty Handbook
<https://www.nsu.edu/Assets/websites/provost/forms/pdf/Teaching-Faculty-Handbook.pdf>

- Administrative and Professional Faculty Handbook
<https://www.nsu.edu/Assets/websites/human-resources/forms/pdf/Administrative-and-Professional-Faculty-Handbook.pdf>

FORMS

There are no forms associated with this policy and procedures.