

## **Tobacco-Free Campus Policy**

Eastern Oklahoma State College (a.k.a. as the College) is to eliminate all tobacco use whether located indoors or outdoors on property owned, leased or contracted for use by the College and/or in state vehicles used for College business. The policy is to include both the Wilburton and McAlester campuses. This policy will go into effect February 14, 2014.

1. The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, e-cigarettes/vapor cigarettes, and other tobacco products) is prohibited throughout all indoor and outdoor areas of property owned or under the control of the College, including parking lots owned or under the control of said agency, and in vehicles used by the College or its employees whenever conducting business anywhere. This would include students, guests, or employees using tobacco products in their personal vehicle while parked on College owned property.
2. This procedure applies to all employees, students, clients, visitors and others on business at all College property.
3. The College will identify the boundaries of its property, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed. The College will also utilize printed materials and other communications as needed to educate employees and all other persons using or visiting the property regarding this policy.
4. All organizations, agencies, non-institutional grant programs that lease/use an office or building space from the College will eliminate the use of tobacco in all indoor or outdoor locations under their control.
5. Tobacco product receptacles will be removed from the property, including any ash cans near entryways.
6. This policy includes all guests that visit the College for meetings, conferences, athletic events, commencement, camps and any other gathering or event that may be held at either the Wilburton or McAlester campuses.
7. College employees will not use tobacco products while providing services to students regardless of location.
8. The College is committed to providing support to all College employees and other personnel who wish to stop using tobacco products. The College is committed to ensuring that employees and, to the extent possible, other personnel have access to several types of assistance, including cessation and telephone counseling through the Oklahoma Tobacco Helpline or other similar agencies. Supervisors are encouraged to refer employees and other College personnel to the Helpline and other similar agencies as appropriate.
9. Noncompliance by an employee will be cause for administration/supervisor intervention and may result in corrective or disciplinary action in accordance with institutional policy. Failure to comply with the Tobacco-Free Policy could be classified as insubordination and may result in disciplinary action and/or termination of employment.

10. Noncompliance by visitors and others will be addressed as stated in this policy as follows:
  - a. Students shall be directed to and addressed by the Dean of Students. Violations occurring within College housing shall be directed to Residence Life Coordinator. College housing may refer complaints to the Dean of Students.
  - b. Visitors shall be directed to and addressed by the College Police department.