

OSU-Oklahoma City Policy and Procedure

TOBACCO USE IN UNIVERSITY BUILDINGS AND GROUNDS

**Oklahoma City
Campus**
January 2014

UNIVERSITY POLICY AND STATE LAW

1.01 The Oklahoma Smoking in Public Places and Indoor Workplaces Act, 63 O.S. §§ 1-1523; 1-1525, *et seq.*, requires Oklahoma State University and its constituent agencies to adopt policies regulating smoking in facilities owned, leased, or under their control. The Act prohibits the possession of lighted tobacco in any indoor place used by or open to the public, public transportation, or any indoor workplace, except where specifically allowed by law. In accordance with 21 O.S. §1247, all campuses, buildings and grounds, or portions thereof, owned or operated by an institution within The Oklahoma State System of Higher Education may be designated as tobacco free, including smoking or smokeless tobacco, by the institution upon adoption of a policy stating the tobacco restrictions for the institution and an intent to enforce the penalty for violations as set forth in subsection N of 21 O.S. §1247 effective November 1, 2010.

1.02 It is the intent of OSU-Oklahoma City to promote the health, well-being and safety of all students, faculty, staff and visitors. As such, OSU-Oklahoma City is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited. Tobacco use and the use of smoking preparations are prohibited in or on University property.

1.03 This policy applies to all buildings and grounds owned or under the control of OSU-Oklahoma City. Tobacco use and the use of smoking preparations are prohibited on any property that is within University-owned property perimeter.

1.04 Tobacco use is prohibited in any vehicle owned, leased, or under the control of OSU-Oklahoma City, Oklahoma State University, the State of Oklahoma and all its agencies and instrumentalities including those that provide public transportation.

1.05 This policy states the intent of Oklahoma State University to maintain a tobacco free campus and states its express intent to enforce the penalty for violations in accordance with subsection N of 21 O.S. §1247 using officers commissioned under the provisions of 74 §360.18 and the Board's regular commissioning procedures.

DEFINITIONS

2.01 Tobacco use includes, but is not limited to, the carrying by a person of a cigar, cigarette, pipe, or other lighted smoking device or the use of smokeless tobacco including snuff, chewing tobacco (including chewing on an unlit cigar or other tobacco product), smokeless pouches, or any other form of loose-leaf, smokeless tobacco.

2.02 Smoking preparations include but not limited to hookahs, electronic cigarettes, vapor devices, and clove cigarettes.

PROCEDURES

3.01 Oklahoma State University will not accept donations, gifts, money, or materials intended to promote the use of tobacco or smoking preparations or participate in any type of services that promote the use of tobacco.

3.02 Signage will be posted by the Safety and Security as appropriate to inform employees, students and visitors of policy provisions.

- A. “Breathe Easy” signs will be placed on all campus buildings.
- B. “Tobacco Free Campus” will be clearly posted at all main campus entrances.
- C. No ashtrays will be provided on campus.

3.03 Job postings will contain information about the tobacco-free environment. Human Resources will ensure that new employees receive information about the tobacco-free policy during new-hire orientation.

3.04 It is prohibited to sell tobacco products or smoking preparations or advertise the sale of tobacco products or smoking preparations on University property.

3.05 Littering the campus with remains of tobacco products smoking preparations or other disposable products is prohibited.

3.06 Organizers and attendees at events (meetings, conferences, lectures, cultural events and sporting events) using OSU-Oklahoma City facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

3.07 Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. **It shall be a violation of this policy for any person to discriminate against any individual because the individual has opposed any practice made unlawful under this Policy, or because the individual has made a complaint or has assisted or participated in any manner in an investigation or proceeding under this Policy.**

3.08 A complaint against an offender, who fails to respond to a request by another, as noted in Section 3.07, may be referred to a dean, director, other manager or to the campus security by completing an official signed complaint. Appropriate corrective action will be taken for an offender.

3.09 Departments that allow employees to take scheduled breaks may continue to do so, but may not allow extra or extended breaks for the use of tobacco products and tobacco simulated products and devices.

3.10 Compliance with this policy by all employees, students and visitors is expected. Non-compliance with this policy will be handled in the same manner as any other policy violation and is subject to disciplinary process.

3.10 OSU-Oklahoma City reserves the right to change this Policy and Procedures or any portion thereof at any time without prior notice.

TOBACCO CESSATION PROGRAMS

4.01 Employees wishing to participate in tobacco cessation programs are referred to the Employee Assistance Program through ComPsych (855-850-2397), BlueCross BlueShield of Oklahoma (1.877.258.6781), the Oklahoma Tobacco Quit Line (1.800.QUIT.NOW or 1.800.784.8669), the American Cancer Society, the American Lung Association, and the American Heart Association.

4.02 Students may contact the Oklahoma Tobacco Quit Line (1.800.QUIT.NOW or 1.800.784.8669), the American Cancer Society, the American Lung Association, and the American Heart Association for cessation assistance.

Adopted:

January 2008

Revised:

January 2014