

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

SUBJECT: TOBACCO-FREE CAMPUS

PURPOSE: To establish a policy to provide employees and students with a safe and healthy working and learning environment; to support the findings of the Surgeon General that tobacco use, in any form, active and passive, is a significant hazard and can be detrimental to the health and safety of students, staff, faculty and visitors; and to be in compliance with Louisiana State Law Act No. 211 (*To enact R.S. 40:1300.263, relative to general smoking prohibitions on certain public post-secondary education campuses; to provide for certain public post-secondary education institutions developing smoke-free policies for its campuses; to provide for an effective date; and to provide for related matters*).

GENERAL POLICY

- I. Smoking or use of other tobacco products is prohibited on all University grounds: LSU at Alexandria owned or leased properties and campus-owned, leased or rented vehicles. This includes but is not limited to all university sidewalks, parking lots, landscaped areas, and recreational areas; lectures, conferences, meetings, and social and cultural events held on school property or school grounds of LSU at Alexandria. Smoking is also prohibited in the interior of all buildings; university residences, including dormitories, fraternity and sorority houses located on the university property; and vehicles owned or operated by LSU at Alexandria.

***Exemption Clause:** Under this exemption, all LSU at Alexandria campus owned residences (houses) currently occupied by University system faculty/staff are not subject to this policy. Once current occupants vacate the campus owned residences (houses), new occupants will sign a University agreement requiring compliance with this tobacco-free policy. The policy includes both the inside and outside of the campus owned residences (houses).*

- II. Smoking materials must be extinguished and disposed of prior to entering on the campus of LSU at Alexandria or exiting your vehicle. Improper disposal includes but is not limited to:
 - A. Spitting smokeless tobacco product,
 - B. Littering (e.g., discarded cigarette butts, throwing cigarette butts out of windows), and
 - C. Creating fire hazards.

- III. This policy applies to all faculty, staff, students, clients, contractors, and visitors. The policy is in effect before, during, and after campus business hours.
- IV. For the purposes of this policy, tobacco is defined as any lighted or unlighted cigarettes (clove, bidis, kreteks), e-cigarettes, cigars, cigarillos, pipes, hookah products; and any other smoking product; any smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, snuff or snus in any form (orbs, sticks, strips, pellet, etc.).
- V. All tobacco industry promotions, advertising, marketing, and distribution in any format are prohibited on campus properties and for campus activities. Organizers and attendees at events such as, but not limited to, conferences, meetings, lectures, social events, cultural events, and sporting events held at LSU at Alexandria will be required to abide by the tobacco-free policy and procedure. University offices responsible for reserving facilities shall be responsible for informing organizers of events. Organizers of such events are responsible for enforcing and communicating the policy to attendees.
- VI. LSU at Alexandria campus extensions: A.C. Buchanan III Allied Health Building, the Business Education Center, Alexandria Museum of Art, and The Learning Center for Rapides Parish are subject to the City of Alexandria Smoke-Free Air Ordinance 148-2011 which prohibits smoking in all enclosed public places of employment and within a reasonable distance of twenty-five (25) feet of all entrances and operable windows.

TOBACCO USE CESSATION PROGRAMS

- I. LSU at Alexandria is committed to supporting all students and employees who wish to stop smoking and using tobacco products. Assistance to students, faculty, and staff is available and will be publicized regularly in student and staff publications and posted in residence halls and academic buildings, via Human Resources and the Department of Student Support. All revenue derived from the assessment of fines on violators will be reserved for tobacco-use cessation programs or other healthy living initiatives.

Tobacco cessation services are available on and off campus. They include but are not limited to the following:

- A. www.quitwithusla.org -The QuitWith Us, LA website provides tobacco users with important information and tips for quitting and offers links to online resources and free statewide cessation programs—all accessible from a single location.
- B. **1-800-Quit Now** - The Louisiana Tobacco Quitline (QL), 1-800-QUIT-NOW, is an evidenced-based program which provides free confidential advice and support by trained tobacco cessation specialists to Louisiana residents ages 13 and older

who want to quit tobacco use. Service is available in over 150 languages including English and Spanish.

- C. **Individual on-campus cessation counseling and support groups** with a Certified Personal Counselor/Facilitator is provided in the Department of Student Support.

COMPLIANCE AND IMPLEMENTATION

- I. The success of this policy will depend on the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. It is the responsibility of all members of the LSU at Alexandria community to comply with the Tobacco-Free Campus Policy as with all other university policies. Members of the campus community are empowered and expected to inform others professionally and respectfully about the policy in an effort to enhance awareness and encourage compliance. Furthermore, employees and student leaders are expected to serve as role models for the entire campus community. Violations of the policy will be handled in a manner that is consistent with university procedures.
 - A. The Tobacco-Free Taskforce shall develop a plan for communicating the policy to students, staff, faculty, and visitors.
 - B. This policy shall be included in the student, staff, and faculty handbooks, new employee and student orientation programs, admissions application materials, and other campus documents where appropriate. The University shall provide a comprehensive marketing and signage effort to ensure that all university visitors, vendors, guests, and other people arriving on property owned or leased by the institution are aware of the tobacco policy.
 - C. Tobacco waste management products such as ashtrays, snus trays, and spittoons shall be removed.
 - D. Housing and Residential Life is responsible for compliance in campus student residences. Compliance procedures are stated on page 15 of the Oaks Resident Handbook, which is found on the LSU at Alexandria website.
 - E. All students, faculty and staff share in the responsibility to adhering to and enforce the policy.

ENFORCEMENT

- I. As per University Policy and Procedure and Student Code of Conduct, violators of University policies are subject to appropriate disciplinary action up to and including applicable dismissal procedures.
 - A. Any member of the LSU at Alexandria community may and is expected to identify violators of the University Tobacco Free policy. Support will be provided by University Police and the Occupational Health & Safety Office, Human

- Resources, and any supervisor for those who are not comfortable addressing the violation him/herself.
- B. It is the responsibility of supervisors to facilitate compliance among all employees under their supervision. As with any University policy, supervisors will support and play an active role in the enforcement of this policy.
 - C. It is the responsibility of all members of the campus community and campus visitors to observe the provisions of this policy.
 - D. It is the responsibility of all students, faculty, staff, and campus visitors to uphold the honor of the university by affirming its commitment to this policy.
 - E. Courtesy and consideration will be exercised when informing violators of this policy.

SANCTIONS

- I. Initially, violators shall be issued a verbal reminder and warning of the policy and its sanctions. If the offense continues, the following procedures will be enforced:
 - A. All **student violators** will be ticketed by the university police in the amount of \$10. Each subsequent violation will increase in \$10 increments. All LSU at Alexandria student violations and amounts incurred will be placed on the violator's permanent university record and will be subject to an Accounting and/or Bursar Hold.
 - B. All **faculty and staff violators** are held to the same standard as student violators. Amount(s) incurred will be placed on his or her permanent university record through the LSU at Alexandria Accounting Office. Repeat faculty or staff violators may be subject to a meeting with his or her supervisor if violations persist.
 - C. All **visitors and/or non LSU at Alexandria members** in violation of the policy will be made aware and asked to comply. If the visitor chooses not to comply, he or she will be asked by university police to leave the campus.

APPROVED: _____
Paul D. Coreil
Interim Chancellor

_____ 01/14/14
Date