

# Augusta University

## Policy Library

### Tobacco Free Policy

**Policy Owner: Office of the Provost**

#### **POLICY STATEMENT**

Augusta University (AU) prohibits the use of tobacco products on any property owned, leased or controlled by Augusta University.

This policy reinforces the USG commitment to provide a safe and amicable workplace for all employees. The goal of the policy is to preserve and improve the health, comfort and environment of students, employees and any persons occupying our campuses.

Effective October 1, 2014, in accordance with the Georgia Smoke Free Air Act of 2005, the use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on USG properties unless specifically stated for research purposes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the USG or its affiliates. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on USG properties.

This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by Augusta University shall be tobacco-free. All events hosted by outside groups on the campus of Augusta University, also shall be tobacco-free. No exceptions to this policy are allowed without the express permission of the President of Augusta University.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- |  |  |  |  |  |
|--|--|--|--|--|
| <input checked="" type="checkbox"/> Alumni | <input checked="" type="checkbox"/> Faculty                | <input checked="" type="checkbox"/> Graduate Students                  | <input checked="" type="checkbox"/> Health Professional Students |  |
| <input checked="" type="checkbox"/> Staff  | <input checked="" type="checkbox"/> Undergraduate Students | <input checked="" type="checkbox"/> Vendors/Contractors/Subcontractors | <input checked="" type="checkbox"/>                              |  |
| Visitors                                   |  |  |  |  |
| <input checked="" type="checkbox"/> Other: |  |  |  |  |

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**Policy No.:** 647

**Policy Sponsor:** Office of the Provost

**Last Revision:** 09/28/2018

## DEFINITIONS

These definitions apply to the following terms as they are used in this policy.

**Augusta University property** – includes but is not limited to all buildings, surrounding land, parking lots, parking decks, green space, and adjacent sidewalk areas owned, leased or controlled by Augusta University.

**Green space** – Green space includes the landscaped and grassy areas of the campus.

**Tobacco-free** – A prohibition of the use of any tobacco or tobacco-related products, including electronic-nicotine delivery devices or electronic-cigarettes (e-cigarettes), electronic-hookah (e-hookah), or electronic-pipes (e-pipes).

**Tobacco** – products defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

## PROCESS & PROCEDURES

Employees, faculty, students, patients, visitors, vendors, contractors and all others are prohibited from using any tobacco-related products while on property owned, leased, or controlled by Augusta University, including but not limited to all buildings, surrounding land, parking lots, parking decks, green space, and adjacent sidewalk areas. Use of tobacco products in vehicles that are parked on Augusta University property is prohibited.

**EXCEPTIONS:** The Executive Director of the Georgia War Veterans Nursing Home shall have the authority to grant exceptions for tobacco use in the nursing home. Such exceptions shall not be extended to Augusta University employees, faculty, students, visitors, vendors and contractors.

The public areas of the Forest Hills Golf Course are exempted from this policy.

**ENFORCEMENT:** Faculty, employees and students of Augusta University are expected to be positive role models and good ambassadors of the Tobacco-Free initiative to non-AU persons on campus.

- 1) All Augusta University supervisors must inform subordinate staff members of this policy and inform them that failure to comply can be grounds for disciplinary action in accordance with Augusta University Work Rules. Employees will be informed of the penalties for violation of work rules (See Augusta University policy 1.4.07, Disciplinary Procedures for Classified Employees for further guidelines), and faculty, residents and students will be informed about applicable policies..
- 2) The monitoring and enforcement of the tobacco-free workplace policy is the shared responsibility of all Augusta University faculty, employees and students. Each member of

our campus or health system should consistently and politely bring any infraction of this policy to the attention of the person or persons observed violating the policy.

- 3) Visitors, vendors, contractors, or subcontractors and others not specifically employed by Augusta University will be reported to the department responsible for their presence on campus. Attempts should be made to remedy violations prior to contacting Augusta University Public Safety. In circumstances where departmental leadership is unable to remedy the situation, then Augusta University Public Safety will be contacted for assistance.
- 4) Augusta University will inform and remind faculty, employees, students, patients, visitors, vendors and contractors of this policy by posting tobacco-free signage in strategically located areas. Faculty and staff employees also will be informed and reminded of this policy as part of pre-employment processes, new employee orientation and other general employee communications.
- 5) Augusta University will make every effort to make available tobacco use cessation services and support to faculty, employees, students, patients and others who choose to pursue cessation programs.
- 6) Patients and visitors who violate this policy will be informed that they may be asked to leave the premises. Vendors, contractors, and subcontractors may be subject to action, up to and including, the legal termination of a contract.

Violation of this policy may result in corrective action under the Student Code of Conduct or campus human resource policies.

#### **REFERENCES & SUPPORTING DOCUMENTS**

- Georgia Cancer Center Tobacco Cessation Clinic - [augustahealth.org/georgia-cancer-center/patient-experience/tobacco/tobacco-cessation-program](http://augustahealth.org/georgia-cancer-center/patient-experience/tobacco/tobacco-cessation-program)
- USG Tobacco-Free - [usg.edu/tobaccofree](http://usg.edu/tobaccofree)

#### **RELATED POLICIES**

**Georgia Board of Regents Policy, 6.10 Tobacco and Smoke Free Campus**  
[usg.edu/policymanual/section6/C2663](http://usg.edu/policymanual/section6/C2663)

#### **APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University  
Date: 9/26/2018

President, Augusta University and CEO, AU Health System    Date: 9/28/2018