

LINCOLN UNIVERSITY

Policy:	No Smoking and Tobacco Use
Policy Number:	HRM – 109
Effective Date:	October 2008
Revision(s):	February 2004, April 2008, former title, “Smoking Policy”, August 2011
Next Review Date:	August 2013
Review Officer:	Chief Human Resources Officer
Status:	Approved by President and Active

1. Policy

- 1.1. It is the policy of Lincoln University (“University”) to comply with the Pennsylvania Clean Indoor Air Act, which prohibits smoking in public places, and actively promotes healthy learning and work environments free from the harmful effects of second hand tobacco smoke.
- 1.2. The success of this policy depends on the thoughtfulness, consideration and cooperation of everyone on campus. It is expected that all understand the University’s concerns for the health and safety of the University community and its desire to have a campus that is free of smoking debris. Therefore, as reasonable and courteous persons, any and all individuals present on the University’s campus will share in the responsibility for adhering to this policy and are free to remind others of it. If necessary, any member of the campus community may refer recurring problems to the attention of Office of Human Resources.

2. Applicability

- 2.1. This policy applies to all University faculty, staff, students, vendors, contractors and visitors.

3. Definitions

- 3.1. *Smoking.* The carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device.
- 3.2. *Tobacco products.* Any item or object that contains tobacco including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, or smokeless tobacco.

4. General

- 4.1. The University prohibits smoking or carrying of lighted tobacco products in all indoor facilities, all building stairwells, hallways, restrooms, fire escapes, University owned/leased vehicles, outdoor athletic/recreation facilities, and during all University-sponsored indoor or outdoor events.
- 4.2. Smoking or the use of tobacco products is permitted only in designated outdoor areas beyond 50 feet of any building entrance. All smoking materials must be properly extinguished and placed only in designated receptacles. A campus map displaying areas restricted from smoking as well as areas that are acceptable for smoking and designated receptacles for disposal of cigarette/cigar butts shall be posted on the University website and made generally available.
- 4.3. Smoking or the use of tobacco products is prohibited by University employees, vendors, contractors, and visitors when working or conducting business on behalf of the University; and by all game personnel (coaches, trainers, managers and game officials) in all sports during practice and competition.
- 4.4. The University shall foster educational programming and encourage participation in smoking cessation programs.

5. Dissemination of Policy

- 5.1. The policy shall be disseminated to all employees within the University and published on the University's Internet website.
- 5.2. Employees with questions or issues related to smoking and tobacco use in the workplace should raise their concerns with their supervisor or the Chief Human Resources Officer without fear of reprisal.

6. Enforcement

- 6.1. It is the responsibility of each University employee to comply with the provisions of this policy and to ensure that each visitor to the University campuses complies with the provisions of this policy.
- 6.2. It is the responsibility of the President, vice presidents, directors, deans, managers, department chairs, and supervisors for ensuring the implementation of the policy within their assigned areas of oversight.

- 6.3. Employees violating the policy will be subject to disciplinary action, which may lead to termination of employment.
- 6.4. Students violating the policy shall be referred to the Office of Student Affairs or the Department of Public Safety.
- 6.5. All other individuals violating the policy shall be referred to the Department of Public Safety and subject to a penalty as determined by Pennsylvania state law.

References

Pennsylvania Clean Indoor Air Act
PA ST 35 P.S. § 637.1 et seq.
NCAA Bylaw, Article 11.1.5

Questions regarding this policy may be addressed to:

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