



University of New Haven

Human Resources Policy

Policy / Procedure Title	Applicability/Scope	Purpose	Effective Date	Responsible Party	Pages
Smoke Free Campus Policy & Procedure	Anyone on University Property	Provides overview regarding the University's Tobacco-Free & Smoke-Free Campus	7/1/19	Vice President Human Resources	3

Recognizing the potential hazards which smoking presents to general safety and individual health, the University has established specific rules regarding smoking and the use of tobacco products in order to protect the health and safety of its employees, students, visitors and the general public. As a result, the University is Tobacco-Free and Smoke-Free. Smoking, the use of smokeless tobacco products, e-cigarettes and unregulated products is not be permitted on any property, building or space occupied by the University of New Haven including but not limited to that which is owned, leased or managed on the Main Campus, North Campus, Sawmill Campus and Orange Campus.

The University provides information with regards to cessation programs to help members of the University's community to quit.

Policy Statement Smoking and tobacco product use are prohibited in all facilities and areas of the University of New Haven campus. This includes, but is not limited to all indoor and outdoor areas on the Main, North, Sawmill and Orange Campuses. This policy applies to any individual on campus property, including but not limited to: students, employees, contractors, subcontractors, volunteers, visitors, and members of the public, and is applicable twenty-four (24) hours a day, seven (7) days a week. More information regarding the requirements of students can be found in the Student Handbook and Code of Conduct. Definitions for purposes of this policy, the following terms are defined below:

- Smoking: inhaling, vaping, exhaling, burning, carrying or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco or any other lit tobacco products.

- Tobacco Products: All forms of tobacco, including but not limited to cigarettes, cigarillos, cigars, shisha, pipes, herbal cigarettes, water pipes (hookahs), electronic cigarettes (vaporizers), electronic hookahs, and all forms of smokeless tobacco including but not limited to:
 - Chew: Tobacco placed between the cheek and gum or upper lip teeth
 - Orbs: Nicotine-infused orbs consumed like breath mints
 - Snuff: Fine-ground tobacco inhaled through the nose
 - Snus: Ground tobacco in a tea bag-like sack kept between the cheek and teeth
 - Sticks: Nicotine-infused sticks chewed like a toothpick
 - Strips: Nicotine-infused strips that dissolve on the tongue
- Tobacco Use: Personal use of any tobacco product, whether intended to be lit or not, which includes smoking (as defined above) as well as the use of electronic cigarettes or any other device intended to simulate smoking, the use of smokeless tobacco, including snuff; chewing tobacco; smokeless tobacco; smokeless pouches; and other forms of loose-leaf tobacco, smokeless tobacco; and the use of unlit cigarettes, cigars, pipe tobacco, hookah or other devices using smoke and/or vapors. This also includes use of any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine for any purpose other than cessation.
- University Controlled Properties: Any property, building or space occupied by the University including but not limited to that which is owned, leased or managed.
- Tobacco Free Areas: All common areas, classrooms, residence halls, elevators, hallways, university-owned and university-leased vehicles, personal vehicles while on university properties, restrooms, dining areas, conference and meeting rooms, all other enclosed areas on campus, garages, parking lots, outdoor grounds, quads, athletic fields, entrance and exit ways, and any other areas of the University campus.

Exceptions for educational purposes, research involving tobacco or tobacco products may be approved as an exception to this policy. Permission must be granted by the Institutional Review Board and Health Services Office, prior to conducting any research to order to ensure the health and safety of any participants. Theatrical performances that require smoking to keep the integrity of the production may also be an exception. Permission for such performances must be granted by the Dean of Students Office, University Police and the Campus Fire Marshall.

Enforcement is the responsibility of all members of the University community. This policy applies equally to students, employees and visitors. Those who violate the policy may be subject to disciplinary action. In order to avoid complaints, employees must be thoughtful and cognizant of the impact that smoking may have on neighboring or adjacent properties.

Supervisors and managers on campus are responsible for leading by example and respectfully communicating the policy to employees, students, volunteers and visitors. Employees, students, volunteers and visitors who observe individuals using tobacco product on university controlled property are encouraged and empowered to respectfully explain that its use is prohibited at the University and report the individual, if known, to Human Resources. Signage will be placed at appropriately designated entrances and exits of the Main Campus, North Campus and Orange Campus. Additional signage is placed at entrances and exits to campus buildings and university owned and or leased vehicles.

All University students, employees, contractors, subcontractors, volunteers, visitors, and members of the public are required to adhere to this policy. Discipline related to students should be discussed with the Office of the Dean of Students (203-932-7432), which will take appropriate educational or disciplinary action. Violations of this policy will be enforced by the Human Resources Department and in conjunction with the applicable collective bargaining agreement as appropriate. Violations by visitors/guest of the University should be brought to the attention of the hosting department/organization or University Police 203-932-7014.

The hosting department/organization and University Police reserve the right to ask the visitor/guest to leave campus immediately. Violations by vendors should be brought to the attention of the hosting department/organization or the Purchasing Department (203-932-7129).

The University is committed to supporting all employees and students who wish to stop using tobacco or nicotine products. Assistance for faculty and staff to overcome tobacco or nicotine addiction is available through the University's health plan or the resources listed below. Student assistance is available through the Health Services Office, located on the ground level of Sheffield Hall.

<https://www.quitnow.net/connecticut/>

<https://www.becomeanex.org/>

<https://betobaccofree.hhs.gov/>

<https://tricare.mil/ucanquit2>