

<b>College Procedure:</b>	<b>304.1 – Tobacco/Nicotine and Smoke Free</b>
<b>Policy Reference:</b>	<b>304 – Campus Safety and Security</b>
<b>Responsible Department:</b>	<b>Facilities &amp; Public Safety</b>
<b>Approval Authority:</b>	<b>Cabinet</b>
<b>Procedure Owner:</b>	<b>Vice President, Facilities &amp; Public Safety</b>
<b>Effective Date:</b>	<b>5/13/2010</b>

**Version Number:** 4  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):**  
**Scope:** College-wide

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## Reason for Procedure

Kirkwood Community College is committed to providing its students, employees, partners, and visitors safe and healthy environments. Tobacco/Nicotine products are a proven health and safety hazard, to the tobacco user and non-smokers who are exposed to secondhand smoke. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways including fire damage, cleaning and maintenance costs and costs associated with employee absenteeism, health care and medical insurance.

Kirkwood Community College is committed to:

- Supporting tobacco/nicotine free campuses at all locations and partnering sites.
- Serving as a role model in the community by promoting a tobacco/nicotine-free environment.
- Assisting both students and employees who wish to quit using tobacco/nicotine products.

## The Procedure

Tobacco/Nicotine use including electronic smoking devices, cigarettes, cigars, pipes and smokeless tobacco/nicotine is prohibited. This is products up to and including the use of look-a-likes where the original would include tobacco or nicotine. Smoking is defined as the burning or inhaling of tobacco/nicotine or other matter that can be smoked or inhaled, or the inhaling of smoke or vapor from an electronic smoking device.

The use of tobacco/nicotine products, which includes smokeless and smoking tobaccos/nicotines, is prohibited:

- In all areas within Kirkwood Community College buildings.
- On all property owned, leased or occupied by Kirkwood Community College.
- In all vehicles owned, leased or rented by the school.

This procedure applies to all employees, students, partners, and visitors. All individuals in non-compliance of the Smoke Free Air Act will be considered in violation and subject to disciplinary action.

- No tobacco/nicotine products shall be sold or distributed on Kirkwood Community College property.
- Campus organizations are prohibited from accepting money or gifts from tobacco/nicotine companies that promote use of their products.
- Tobacco/nicotine advertisements are prohibited in College-run publications and at any athletic or campus event.
- Signs stating that the entire campus is tobacco/nicotine free are prominently posted at all campus and building entrances and other conspicuous places.
- All Kirkwood Community College employees are authorized and encouraged to communicate and reinforce this procedure with courtesy and diplomacy to any person whom they see in violation. Individuals who refuse to comply should be reported to Public Safety.

## References

Legal Reference:

Iowa Code §§ 142D; 279.8, .9; 297

20 U.S.C. 608

Goals 2000: Educate America Act, Pub. L. No. 103-227, 108 Stat. 125

House File 2212, Iowa General Assembly

[Iowa Smoke Free Air Act](#)

[QUITLINE Iowa](#)

## Definitions

Term	Definition
Electronic smoking device	Any product containing or delivering nicotine (e.g., Electronic Nicotine Delivery System or ENDS) or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
Term 2	
Term 3	
Term 4	

## Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
	5/13/2010	Tom Kaldenberg, Vice President, Facilities & Security	
			New template 6/5/2018
		Cabinet	Procedure template 9/26/2019
	3/28/2023	Cabinet	Updated to include nicotine products.