

<b>College Procedure:</b>	<b>304.1 – Tobacco 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:** 3  
**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 is a proven health and safety hazard, both 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 free campuses at all locations and partnering sites.
- Serving as a role model in the community by promoting a tobacco-free environment.
- Assisting both students and employees who wish to quit using tobacco products.

## The Procedure

Tobacco use including cigarettes, cigars, pipes and smokeless tobacco is prohibited. The use of e-cigarettes is also prohibited. Smoking is defined as the burning or inhaling of tobacco 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 products, which includes smokeless and smoking tobaccos, 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 products shall be sold or distributed on Kirkwood Community College property.
- Campus organizations are prohibited from accepting money or gifts from tobacco companies that promote use of their products.
- Tobacco advertisements are prohibited in College-run publications and at any athletic or campus event.
- Signs stating that the entire campus is tobacco 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 Security.

## References

## Definitions

Term	Definition
Term 1	
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

