
Community College of Beaver County

INSTITUTIONAL PROCEDURE for Tobacco Free Campus

Policy Reference: Policy Prohibiting Tobacco Use on Campus

Community College of Beaver County developed the following procedures to support a tobacco-free environment for working and learning.

- A. Prohibition: Community College of Beaver County prohibits the use of all tobacco products on or in any college-owned property.
- B. Purpose: The College intends for The Tobacco Free Campus Procedure to provide a healthy, comfortable and productive environment for students, employees and for the public.
- C. Applicability: This procedure applies to all CCBC premises and to all employees, students and visitors. All employees and students are responsible for being familiar with and complying with these requirements and related policy.
- D. Definitions:
1. Tobacco Products: includes but is not limited to the burning of any type of cigar, cigarette, pipe, electronic cigarette, or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited.
 2. College Owned Property: all property, facilities, buildings, structures, installations, work locations, work areas, or vehicles owned, operated, leased, rented, used, or that are under the control of the College.
- E. Signage: The College will prominently display signage on College grounds and buildings indicating that CCBC is a 'Tobacco-Free Campus'. Additionally, selected publications and electronic media will contain statements and/or symbols to alert constituents of the tobacco-free status.
- F. Compliance and Enforcement: It is the responsibility of every CCBC employee and student to not only comply with this policy but to encourage others in a positive way to comply with this policy in order to promote a safe, clean, and healthy work and learning environment.

Violators of this policy will be referred to the appropriate administrative office for review and appropriate administrative action. It is the responsibility of the management team to ensure that there is consistent adherence to the provisions of this document.

Repeated Offenses:

1. For students, all violations shall be reported to the Vice President for Learning and Student Success/Provost. Repeated offenses are in violation of the Student Code of Conduct and may lead to administrative actions.
2. For employees, all violations shall be reported to the immediate supervisor and the Vice President for Human Resource Development. Repeated offenses are in violation of Board policy and subject to disciplinary action.

Members of the Public and/or Visitors to the College

Every College employee is empowered to inform visitors in violation of the policy that the College is a tobacco-free institution and to ask them to refrain from using any tobacco products on campus. If a visitor refuses to comply with this request, Campus Public Safety may direct the visitor to leave College property.

- G. Smoking Cessation: The College recognizes that individuals may require help to quit smoking. Information for smoking cessation and other educational materials are available on the College's Tobacco Free Web Resource Center and in the Human Resource Development Office.