# Smoke-Free Environment Policy

| 1.0 | **Purpose:**  
Quinsigamond Community College recognizes the medical evidence that indicates that smoking is a serious health hazard, and that this health hazard extends to non-smokers subjected to second-hand smoke. The College recognizes its responsibility in providing a healthful working and learning environment. As a result, this policy was developed to establish rules and regulations concerning smoking on the QCC campuses. |
| 2.0 | **Revision History:**  
- In 1997, a series of meetings took place with college constituents to discuss the introduction of a smoking ban at QCC. In accordance with M.G.L. Chapter 270: Section 22 (smoking in public places), the state law that bans smoking in all public facilities, a November 14, 1997 memo was issued from the College President that banned all smoking in college buildings and entranceways.  
- In addition, beginning in November 1997, a flyer was routinely distributed to the college community and at college events to promote the ban on smoking.  
- On July 5, 2004, the Massachusetts Smoke-Free Workplace Law [M.G.L. Chapter 270: Section 22 (Smoking in Public Places)], which prohibits smoking in workplaces to protect employees and the public from secondhand smoke, was put in effect.  
- On August 10, 2004, key members of QCC staff met, designed and distributed a flyer promoting M.G.L. Chapter 270: Section 22 (smoking in public places) to employees and students.  
- QCC’s smoking rules and regulations are included in the Student Handbook and both full-time and part-time Employee Handbooks.  
- In 2005, under the new Governance Policy Procedures, the College’s Smoking Policy was revisited and updated. |
| 3.0 | **Persons Affected:**  
This policy pertains to all staff, students, and visitors on QCC campuses, in QCC facilities and in vehicles owned, operated and controlled by QCC. |
| 4.0 | **Policy:**  
- Smoking is prohibited within the confines of college grounds, any college building, or college vehicle (smoking is only to be permitted in private vehicles on campus).  
- The sale of tobacco products on campus is prohibited. |
| 5.0 | **Definitions:**  
“Smoking” or “smoke”: possessing a lighted tobacco product or the lighting of a cigar, cigarette, pipe or other tobacco product. |
### Responsibilities:
- It is the responsibility of the Campus Police to enforce the provisions of this policy with a positive approach.
- It is the responsibility of each supervisor, manager, department head, director, dean and vice president to communicate the provisions of this policy in their area of accountability.
- It is the responsibility of the College to offer support to smokers in the form of smoking cessation counseling and workshops.
- It is the responsibility of the Marketing department to coordinate the “ban on smoking” signage in all college buildings and on all college grounds.
  - Advertise the date on which the campus will become smoke-free, publicizing this date widely, and repeatedly, as far in advance as possible (e.g., announcements in local publications, on local radio, local television)
  - Update all student orientation and recruitment materials to inform students and potential students that QCC is a Smoke-Free campus.
- It is the responsibility of the College to provide an environment that encourages people to explore health-related behaviors.
- It is the responsibility of the College to provide information regarding smoking cessation (e.g., purchase nicotine gum in bulk and sell in on campus at cost)
- It is the responsibility of the College to advocate for the inclusion of tobacco use cessation products, medications and services in student health plans.
- It is the responsibility of all staff, faculty, students and visitors on QCC campuses to observe the smoke-free environment policy.

### Procedures:
- Establish the date on which the campus will become smoke-free.
- Identify a transition period (e.g., specify a grace or leniency period), and involve Student Senate appointed “smoking cessation ambassadors” and “selected staff” to assist. (e.g., hand out thanks for not smoking cards).

### Sanctions:
As with all college policies, successful implementation of this policy requires college-wide cooperation, and all members of the college community are asked to assist. Violations of the smoke-free campus policy should be reported to the violator’s division dean or to the administrative supervisor in charge of the area where the violation occurred.

Repeat violators will be subject to disciplinary action, which may include participation in a smoking cessation workshop, completion of community service, payment of fines, or subjection to the appropriate student or employee progressive discipline process.