

**Smoke-Free Environment Policy**

1.0	<p><b>Purpose:</b> 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.</p>
2.0	<p><b>Revision History:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• QCC’s smoking rules and regulations are included in the Student Handbook and both full-time and part-time Employee Handbooks.</li> <li>• In 2005, under the new Governance Policy Procedures, the College’s Smoking Policy was revisited and updated.</li> <li>• In 2013, the College approve this revised smoke-free policy.</li> <li>• The Board of Trustees approved this current revised policy on April 10, 2019 which includes the ban of electronic cigarettes and vaporizers.</li> </ul>
3.0	<p><b>Persons Affected:</b> This policy pertains to all staff, students, and visitors on QCC campuses, in QCC facilities and in vehicles owned, operated and controlled by QCC.</p>
4.0	<p><b>Policy:</b></p> <ul style="list-style-type: none"> <li>• 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). <b>This includes usage of E-cigarettes and vaporizers.</b></li> <li>• The sale of tobacco products on campus is prohibited.</li> </ul>
5.0	<p><b>Definitions:</b> “Smoking” or “smoke”: possessing a lighted tobacco product or the lighting of a cigar, cigarette, pipe or other tobacco product including e-cigarettes and vaporizers (“vaping”) or another device used to inhale the vapor produced by inhaling/exhaling an e-cigarette or similar device.</p>

6.0	<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• It is the responsibility of the Campus Police to enforce the provisions of this policy with a positive approach.</li> <li>• 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.</li> <li>• It is the responsibility of the College to offer support to smokers in the form of smoking cessation counseling and workshops.</li> <li>• It is the responsibility of the Marketing department to coordinate the “ban on smoking” signage in all college buildings and on all college grounds. <ul style="list-style-type: none"> <li>○ 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)</li> <li>○ Update all student orientation and recruitment materials to inform students and potential students that QCC is a Smoke-Free campus.</li> </ul> </li> <li>• It is the responsibility of the College to provide an environment that encourages people to explore health-related behaviors.</li> <li>• It is the responsibility of the College to provide information regarding smoking cessation (e.g., purchase nicotine gum in bulk and sell it on campus at cost).</li> <li>• It is the responsibility of the College to advocate for the inclusion of tobacco use cessation products, medications and services in student health plans.</li> <li>• It is the responsibility of all staff, faculty, students and visitors on QCC campuses to observe the smoke-free environment policy.</li> </ul>
7.0	<p><b>Procedures:</b></p> <ul style="list-style-type: none"> <li>• The campus became smoke free on 9/3/13.</li> <li>• A transition period - took place in fall 2013 (e.g., specify a grace or leniency period), and involved Student Senate appointed “smoking cessation ambassadors” and “selected staff” to assist. (e.g., hand out thanks for not smoking cards).</li> <li>• 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 school dean or to the administrative supervisor in charge of the area where the violation occurred.</li> </ul>
8.0	<p><b>Sanctions:</b></p> <p>Violators will be subject to disciplinary action according to the Student Code of Conduct or Employee Handbook, 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.</p>