

TOBACCO AND SMOKE FREE UNIVERSITY POLICY

Smoke and tobacco use in the workplace has become an important public health issue as evidenced by the many local and national initiatives and through the implementation of new policies by many colleges and universities. There is considerable evidence that smoke is harmful not only to smokers but also non-smokers. The University of New England, as an Innovative Health Sciences University Grounded in the Liberal Arts, strives to provide a healthy learning and work environment. Every student, employee, contractor/vendor, and visitor should be able to breathe clean air and have the right to avoid exposure to the effects of smoke and tobacco. The University of New England, therefore, establishes the following tobacco and smoke-free policy.

Policy Statement:

Effective July 1, 2014, the University of New England is a tobacco and smoke-free campus. Smoking of tobacco or other substances and use of all tobacco products, including electronic cigarettes, will not be permitted anywhere or anytime on the University campuses or properties. This includes all parking lots, (including personal vehicles), buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, roofs, plazas, vestibules, loading docks, sidewalks, and on any other campus property as well as within close proximity to or causing the obstruction of any building entrance, covered walkway, or ventilation system. Please note only FDA-approved nicotine replacement therapy products will be permitted (See Questions and Answers below for more information).

Signs will be posted at each building's entrances and displayed in prominent, visible areas to inform all individuals entering or occupying UNE property that smoking and tobacco products are prohibited. This policy applies to all University of New England sites within and outside Maine.

The UNE Community will fully implement this policy related to smoking and tobacco use. All vendors and contractors retained by UNE will ensure that this policy is implemented when their employees are visiting or working on UNE property.

Compliance

The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. It is the responsibility of all members of the University Community to comply with this policy. Conflicts among employees related to smoking should be brought to the attention of the appropriate supervisory personnel and, if necessary, referred to the Office of Human Resources. Conflicts among students should be referred to the Judicial Affairs Office for Student Affairs; or if the conflict occurs outside of business hours, the conflict should be referred to the UNE's offices of Campus Safety and Security. Members of the UNE community alleged to be smoking in University facilities or on University property in violation of this policy may be subject to disciplinary action through the applicable process. Students alleged to be violating the policy are subject to disciplinary action through the appropriate student judicial process. Visitors, including vendors, contractors and any service providers, will be subject to whatever remedies are available to the University up to and including exclusion from UNE property.

In accordance with the applicable law and UNE policy, any individual can voice objections to smoke that gathers in any smoke-free area without fear of retaliation.

Smoke-Free and Tobacco-Free Policy Enforcement

The primary goal is to achieve voluntary compliance by educating students, faculty, staff, and visitors about the policy and providing smoking cessation assistance to those who seek it. There will be an enforcement agency monitoring compliance with the policy.

University Safety and Security Officers and Resident Advisors are authorized to issue smoking citations. Any faculty, staff, student, or visitor who does not comply with the policy is subject to the disciplinary actions listed below.

Faculty and staff who violate the policy are subject to a \$75 fine and progressive disciplinary procedures in accordance with the University's Human Resource policies. Supervisors will be notified of violations and will assist in the discipline process. Supervisors are expected to remind individuals of the policy and seek cooperation with compliance. Students who violate the policy are subject to a \$75 fine and disciplinary action through the Office of Student Conduct. Visitors who violate the policy will be informed that University is a tobacco and smoke-free campus. Visitors who continue to violate the policy following a warning will be escorted off campus or property.

How You Can Aid Enforcement

Faculty, staff, and students who see individuals smoking on university grounds are asked to inform these individuals politely that University policy prohibits smoking anywhere on University grounds. This can be done verbally through conversation or by handing the smoker one of the policy reminder cards available at the Health Center, residence hall community centers, the Office of Human Resources, and the Campus Center Information Desk. Individuals who do not feel comfortable approaching someone violating the policy can submit the area and type of violation to enforcement staff using the smoke-free reporting form available below. Individuals should not contact the University Safety and Security Department to report a violation of the policy. A copy of the Smoke and Tobacco-Free Reporting Form can be found online at <http://www.une.edu/tobaccofree/tobacco-free-reporting-form>.

Smoke-Free Citations

Individuals who receive a smoking citation must pay the citation fine through the University Bursar's Office. Citation recipients will receive a bill.

To contest a smoking citation, the citation recipient must put in writing their reasons for contesting the citation and send it within 25 calendar days to: Smoking Citations Review Panel, c/o Administrator Smoking Citations Review Panel. The information will be reviewed by the Smoking Citations Review Panel, and the person will be informed of the Panel's decision either by e-mail or in writing. The Panel is comprised of one student representative appointed by each student government, one staff representative appointed by the Staff Assembly, one faculty representative appointed by the University Faculty Assembly, and one Administrator, who serves as the panel's tiebreaker. All decisions made by the panel are final.