



POLICY AND PROCEDURE MANUAL North Dakota State College of Science

NDSCS Tobacco-Free Environment Policy

Source: NDSCS President

Applies to: All Employees, Students and Visitors

Purpose: North Dakota State College of Science (NDSCS) is committed to creating a safe, clean, and healthy educational environment for all students, employees, and visitors. NDSCS is a tobacco-free College in order to promote the health, wellness, and safety of all constituents. The purpose of this policy is to reduce the harmful effects of secondhand smoke; provide an environment that encourages persons to be tobacco-free; and establish a culture of respect and wellness. In working to achieve this intent, NDSCS commits to:

- a) Reduce the high incidences of tobacco use at NDSCS;
- b) Protect the health and safety of all students, employees, and the general public;
- c) Establish a standard of healthy, tobacco-free behavior.

Policy

- 1) NDSCS prohibits the use of tobacco products on College property including off-campus, College-sponsored events/activities. This prohibition includes indoors, outdoors, College vehicles, and/or personal vehicles while on College property. This policy applies to all employees, students, and visitors. This policy will be reflected in all agreements/contracts for use of NDSCS grounds or property by individuals and/or companies.
- 2) Definitions: For the purpose of this policy, the following definitions apply:
 - a. “College Property” includes all property, both indoor and outdoor, that is owned, operated, leased, occupied or controlled by NDSCS including, but not limited to, all buildings, green spaces, athletic fields, parking lots, campus walkways, state fleet vehicles and personal vehicles while on College property.
 - b. “Off-Campus, College-Sponsored Events” means any event sponsored by NDSCS that does not take place on College property.
 - c. “Employee” means any person employed by NDSCS in a full- or part-time capacity, or any position contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by NDSCS, or any person working on College property on a volunteer basis. The term includes, but is not limited to, faculty, administrators, personnel, contractors, consultants, and vendors.
 - d. “Student” means a person enrolled in any credit or non-credit academic course or program offered by NDSCS.
 - e. “Tobacco Product” includes any product that contains tobacco, is derived from tobacco or contains nicotine or other similar substances, intended for human consumption, or is likely to be consumed, whether smoked, heated, inhaled,

chewed, absorbed, dissolved, or ingested by any other means. The term “Tobacco Product” includes E-cigarettes and other electronic smoking devices, pipes and rolling papers, but does not include any product approved by the United States Food and Drug Administration for legal sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose.

- f. “E-cigarette” means any electronic oral device, such as one composed of a heating element, battery or electronic circuit, or both, which provides a vapor of nicotine or any other substance, and the use or inhalation of which simulates smoking. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, and e-pipe or under any other product name, or descriptor. “E-cigarette” also includes any component part of such a product whether or not sold separately. “E-cigarette” does not include any product approved by the United States Food and Drug Administration for legal sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose.
 - g. “Tobacco Use” means the use of any Tobacco Product in any form. Tobacco Use includes, but is not limited to, smoking, heating, inhaling, chewing, absorbing, dissolving or ingesting any Tobacco Product.
 - h. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe or hookah, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. Smoking also includes the use of an e-cigarette.
 - i. “Visitor” means any person on College property or participating in a College-sponsored event who is not a student or employee.
- 3) Advertising and Sponsorship: NDSCS prohibits tobacco advertising or sponsorship on College property, at off-campus, College-sponsored events, and in all publications controlled by NDSCS. NDSCS will not accept any form of contribution including, but not limited to, financial support, gifts or in-kind support from the tobacco industry for the sponsorship or promotion of any event or activity affiliated in any manner with NDSCS or located on College property.
- 4) Sales: the sale or distribution of tobacco products on College property or at off-campus, College-sponsored events is prohibited.
- 5) Exemptions:
- a. The use of tobacco products in institutional research efforts regarding tobacco or nicotine.
 - b. Exceptions must be approved in advance by the NDSCS President or designee. This includes ceremonial and spiritual use requests.
- 6) Communicating the policy to students, staff & public: This policy will be provided at least annually to NDSCS employees and students. The College shall post signs indicating that the property is tobacco-free in all locations and in the manner identified in NDCC 23-12-10.4.1.
- 7) Compliance and Enforcement: NDSCS employees, students, and visitors are responsible for complying with this policy. Individuals who violate this policy may be subject to student or employee disciplinary action and provided cessation information.

- a. NDSCS Police and Residential Life staff will enforce the Tobacco Free Policy.
 - b. Employees who become aware of tobacco use by another employee or student on College property or at off-campus, College-sponsored events can report the details of the incident to the NDSCS concerns page at ndscs.edu/concern.
 - c. Repeated student violations will be reported to the Executive Director of Student and Residential Life.
 - d. Employee violations will be reported to the employee's supervisor. Repeated violations will result in disciplinary action.
 - e. Visitors who persist in noncompliance will be asked to leave College property.
- 8) Seeking Assistance/Cessation Information: Confidential access to resources, services and cessation medication is available through
- a. NDSCS Student Health and Counseling Services
 - i. Riley Hall, 113 (701.671.2286)
 - ii. www.ndscs.edu/counseling
 - b. Richland County Public Health
 - i. 413 3rd Ave N, Wahpeton (701.642.7735)
 - ii. <http://www.richlandcountyhealth.org/serviceprogram09.html>
 - c. North Dakota Quitline
 - i. www.ndhealth.gov/ndquits
 - ii. 1.800.842.4681
- 9) Prevention and Education: The health hazards of tobacco use have been well established in research. Use of tobacco products is the leading cause of preventable death and disability in North Dakota. NDSCS is committed to promoting healthier educational, work, and living environments, and recognizes the serious health risks associated with the use of tobacco products, both to users and non-users alike, and believes that the use of tobacco products are detrimental to the health and safety of students, employees and campus visitors. For further information on pertinent College educational opportunities, contact Bethany Mauch, NDSCS Alcohol, Tobacco, and Other Drugs Prevention Specialist at (701) 671-2124. Or call the Human Resources Office at 701-671-2903, or email Human Resources at ndscshr@ndscs.edu.
- 10) For more information on tobacco prevention and educational programs, please contact:
- Bethany Mauch, ATOD Prevention Specialist
 NDSCS Riley Hall, Room 107
 (701) 671-2124
www.ndscs.edu/tobacco

Approved by:

President's Signature

Date