

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Tobacco Free Campus</b>	<b>1-008</b> <b>ADMINISTRATIVE</b> <b>January 2014</b>
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UNIVERSITY POLICY AND STATE LAW

- 1.01 The Oklahoma Smoking in Public Places and Indoor Workplaces Act, 63 O.S. 2003, SS 1247; 1-1523; 1-1525, et. seq., requires OSU Institute of Technology (OSUIT) and its constituent agencies, to adopt policies regulating smoking in facilities owned, leased, or under the control of the university. The Act prohibits the possession of lighted tobacco in any indoor place used by or open to the public, public transportation, or any indoor workplace, except where specifically allowed by law. In accordance with 21 O.S. §1247, all campuses, buildings and grounds, or portions thereof, owned or operated by an institution with the Oklahoma State System of Higher Education may be designated as tobacco free, including smoking or smokeless tobacco, by the institution upon adoption of a policy stating the tobacco restrictions for the institution and an intent to enforce the penalty for violations as set forth in subsection N of 21 O.S. §1247 effective November 1, 2010.
- 1.02 It is the intent of OSUIT to promote the health, well-being and safety of all students, faculty, staff and visitors. As such, effective July 1, 2010, OSUIT is designated as a tobacco-free environment (both indoors and outdoors). Smoking and the use of all tobacco products, and smoking preparations such as: electronic cigarettes (e-cigarettes), and vaping devices is prohibited.
- 1.03 This policy applies to all non-leased buildings and grounds owned or under the control of OSUIT, including any housing or residence facility owned, operated, or managed by the university. When negotiating or renegotiating leased buildings, a tobacco free policy will be required.
- 1.04 OSUIT designates two (2) outdoor areas on the OSUIT Campus exempt from this policy. The policy governing the use of exempt areas on the OSUIT Campus will be posted at each site.
- 1.05 In addition to the two (2) outdoor tobacco use areas on campus, Residential Life will designate a limited number of outdoor tobacco use areas for students living in the residence halls. Residential Life officials are charged with oversight of the Residential Life outdoor tobacco use areas. Internal policies governing the use of Residential Life outdoor tobacco use areas may be found in the Resident Handbook.

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- 1.06 Tobacco use and smoking preparations are prohibited in all vehicles owned, leased, or under the control of OSUIT, the State of Oklahoma, and all its agencies and instrumentalities.

DEFINITIONS

- 2.01 Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device, or the use of smokeless tobacco including snuff, chewing tobacco, smokeless pouches, or any other form of smokeless tobacco.
- 2.02 Smoking preparations include but are not limited to hookahs, electronic cigarettes, vapor devices, and clove cigarettes.

PROCEDURES

- 3.01 OSUIT will not accept donations, gifts, money, or materials intended to promote the use of tobacco or smoking preparations or participate in any type of services that promote the use of tobacco or smoking preparations.
- 3.02 Appropriate signage will be posted by OSUIT as necessary to inform employees, students and visitors of policy provisions.
- A. “Breathe Easy” signs will be placed on all campus buildings.
- B. “Tobacco Free Campus” will be clearly posted at all main campus entrances.
- C. No ashtrays will be provided on campus except in the designated areas.
- 3.03 It is prohibited to sell tobacco products or smoking preparations or advertise the sale of tobacco products or smoking preparations on university property.
- 3.04 Littering the campus with remains of tobacco products or smoking preparations or other disposable products is prohibited.
- 3.05 Organizers and attendees at events (meetings, conferences, lectures, cultural events) using OSUIT facilities are required to abide by the policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.
- 3.06 Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. It shall be a violation of this policy for any person to discriminate against any individual because the individual has opposed any practice made unlawful under the Policy, or because the individual has made a complaint or has assisted or participated in any manner in an investigation or proceeding under this policy

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- 3.07 A complaint against an offender, who fails to respond to a request by another, as noted in Section 3.06, may be referred to a unit supervisor, director, manager or to the campus police by completing an official signed complaint. Appropriate corrective action will be taken for an offender by the institution.
- 3.08 Appropriate corrective action will be taken by OSUIT for an offender. Campus Police Officers will issue citations in accordance with the institution's policy. OSUIT students in violation of this policy may also be referred to the Residential Life Office or the Student Conduct Officer for corrective action. For a first offense, a \$50.00 citation will be issued to an offender. For a second offense, a \$100.00 citation will be issued to an offender. A third offense for an OSUIT employee will result in the offender being issued an Okmulgee County citation and the OSUIT employee being placed on probation. A third offense for a non-OSUIT employee will result in OSUIT Campus Police issuing an Okmulgee County citation to the offender as well as a notice to vacate the OSUIT Campus.
- 3.09 OSUIT reserves the right to change these Policy and Procedures or any portion thereof at any time without prior notice.

TOBACCO CESSATION PROGRAMS

- 4.01 Employees wishing to participate in tobacco cessation programs are referred to the designated tobacco cessation counselor (please see the FAQ's for contact information), campus health services, the Oklahoma Tobacco Quit Line (1.800.QUIT.NOW or 1.800.784.8669), the American Cancer Society, the American Lung Association and the American Heart Association.

Approved by the Board of Regents, January 24, 2014.

Adopted: August 1996  
Revised: March 1997  
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