

NUMBER: UNIV 5.00
SECTION: University Administration
SUBJECT: Tobacco Free Campus
DATE: August 1, 2006
REVISED: December 19, 2014
Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: President
Issued by: President's Office

I. Policy

The University of South Carolina is deeply committed to the well-being of our students, faculty, staff and visitors. To provide a safe, healthy environment in which our community can flourish, and in accordance with the university's commitment to public health and sustainability, the University of South Carolina Columbia will be a completely tobacco-free campus. This policy expands the 2006 tobacco-free policy to cover all university property. The intent of this policy is to create an environment that is conducive to quitting tobacco, promoting the prevention of tobacco use and preventing the risks associated with exposure to secondhand smoke. This will be a cultural change within the university campus and will be supported by ongoing communications and cessation programs for those who desire to quit or abstain from tobacco. Enforcement for the policy is the responsibility of each member of the Carolina community. Faculty, staff and students are expected to enforce the policy for their facilities and/or sponsored activities.

A. Covered Individuals

The provisions of this policy apply 24 hours a day, seven days a week to all students, faculty, staff, visitors, volunteers, contractors and vendors unless otherwise noted.

B. Definitions

1. "Tobacco and smoking products" include all tobacco-derived or containing products, including but not limited to cigarettes (i.e. clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, pipes, water pipes, smokeless tobacco products or substitutions (spit and spitless, chew, pouches, snuff) or any other device intended to simulate smoked tobacco. This does not apply to nicotine replacement therapy, which is designed to assist tobacco users to quit tobacco.
2. "University property" includes all buildings, facilities, grounds and spaces leased, owned or controlled by the University of South Carolina Columbia Campus,

whether or not signs are posted. This includes, but is not limited to, buildings on university-owned land, offices, classrooms, laboratories, elevators, stairwells, bridges and walkways, balconies, decks, restrooms, shuttle buses, shuttle bus stops, sidewalks, parking structure/areas/lots, meeting rooms, hallways, outdoor passageways and entrances, lobbies, common areas and athletic venues, including those with outdoor fixed seating

C. Use of Tobacco Products

1. The use of tobacco products is prohibited on university property. No ashtrays, receptacles or smoking shelters will be permitted.
2. The use of tobacco products is prohibited in university-owned, operated or leased vehicles.
3. The use of tobacco products is prohibited in personal vehicles parked on university property.
4. The university discourages the use of tobacco products by all covered individuals on properties adjacent to the campus.

D. Support of Tobacco Products

1. All tobacco industry promotions and marketing activities are prohibited on university property.
2. The sale of tobacco products and tobacco-related merchandise (including logo items) is prohibited on all university property and at university-sponsored events, regardless of the operating vendor.
3. The distribution or sampling of tobacco and associated products is prohibited on all university property and at university-sponsored events, regardless of the venue.
4. Tobacco industry and related company sponsorship of athletic events is prohibited.
5. The university discourages solicitation or acceptance of any grant or gift from a manufacturer, distributor or retailer whose principal business is tobacco products.

E. Communication of Policy

This policy will be communicated to the campus community as follows:

1. News and information will be posted on the Tobacco-Free USC website at www.sc.edu/tobaccofreeusc.
2. References to this policy will be added to student handbooks, orientation communications and other publications as appropriate.
3. The Visitor Center and appropriate staff will assist in informing all visitors of the policy and asking that they comply while on any university property. All community members are encouraged to assist with the education of visitors and volunteers regarding our policy.
4. A provision will be inserted in all contracts, e.g. dining, construction and/or maintenance, to prohibit the employees of contractor/vendors from using tobacco products on USC property.
5. Communication tips for community members to use in helping to enforce the policy will be available at the Tobacco-Free USC website, www.sc.edu/tobaccofreeusc.
6. “Tobacco-Free Property” signs will be posted throughout the university. Each building will display a “Tobacco-Free Property” decal and additional signs as appropriate.

F. Tobacco Cessation Resources

The university will offer resources and support to assist those tobacco users who desire to quit or abstain from using tobacco. Tobacco cessation resources and programs will be promoted or offered for university students, faculty and staff. Many of these programs are offered at little or no cost. Referrals may be made to Campus Wellness at 803-576-9393 (students), 803-777-6518 (faculty/staff) and/or Deer Oaks Employee Assistance Program (faculty/staff) at 1-866-327-2400. Additional resources are outlined on the Tobacco-Free USC website, www.sc.edu/tobaccofreeusc.

G. Enforcement and Compliance

1. Enforcement for the policy is the responsibility of each member of the Carolina community. Faculty, staff, students and volunteers are expected to enforce the policy for their facilities and/or sponsored activities. Each individual should in a consistent and civil way bring any infractions of this policy to the attention of the person or persons observed violating the policy. Faculty, staff and students are also expected to assume leadership roles by adhering to the policy provisions and by reminding others who aren't in compliance of the policy provisions.
2. In the event a community member does not respond to a reminder, USC faculty, staff, students and volunteers will assist in the enforcement of this policy by

reporting repeated violations to the appropriate body, as described in the provisions below.

3. Corrective actions will include an educational component and, for those who wish to quit using tobacco, referral to a tobacco cessation program. Referrals may be made to Campus Wellness at 803-576-9393 (students), 803-777-6518 (faculty/staff) and/or Deer Oaks Employee Assistance Program (faculty/staff) at 1-866-327-2400. For more information refer to Section F of this policy.
 - a. Students - Complaints regarding students will be directed to and handled by the Office of Student Conduct in accordance with the Student Code of Conduct (STAF 6.26). Further information on the conduct process and potential consequences is available at <http://www.housing.sc.edu/osc/pdf/UNIV500ProposedTobaccoSanctions091913.pdf>.
 - b. Faculty - Complaints regarding faculty will be directed to the appropriate unit head.
 - c. Staff - Complaints regarding staff will be directed to and handled by the immediate supervisor or director, in accordance with Human Resources practices (HR 1.39) and outlined in “Disciplinary Procedures” at <http://hr.sc.edu/relations/erdscepln.html>. Specific HR recommendations for counseling employees who repeatedly violate the tobacco policy will be available at www.sc.edu/tobaccofreeusc.
 - d. Volunteers, Visitors and Affiliates - Complaints about volunteers and visitors may be addressed by any university official. Repeated violations may be handled by Law Enforcement and Safety. Complaints about affiliates will be directed to and addressed by their sponsoring departments, in accordance with appropriate policies and practices.
 - e. Contractors and Vendors - Complaints regarding contractors and vendors will be addressed by the Office of Business Affairs. Failure by contractors/vendors or their employees to comply with the provisions of this policy could result in the termination of the contract.
4. The university will provide Tobacco-Free Campus Policy information cards to facilitate education about and enforcement of the policy.

H. Exceptions

1. Tobacco, tobacco products or simulated tobacco products may be used for research purposes. Smoking of tobacco products for research purposes will be allowed only if smoke is controlled in a manner approved by the Office of

Environmental Health and Safety, as is necessary for all research that involves laboratory air contaminants.

2. A special exception may be made for cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 USC sections 1996 and 1996a, which allow for the use of ceremonial tobacco. All ceremonial use exceptions must be approved in advance by the Provost or designee and, in the case of smoking, by the University Fire Marshall.
3. Tobacco company participation in recruitment activities (i.e. job fairs, on-campus interviews, information sessions, etc.) must be approved by the Career Center or appropriate university official from that area to ensure compliance with university policy to ensure signage, postings and use of company logo is appropriate.

II. Related Policies

University Policy HR 1.01 Drug-Free Workplace

University Policy HR 1.39 Disciplinary Action and Termination for Cause

University Policy STAF 6.26 Student Code of Conduct

III. Reason for Revision

This revision removes the statement “Tobacco, tobacco products or simulated tobacco products may be used for classroom instruction, educational and artistic purposes. However, smoking of tobacco products is not allowed for these purposes.” The inclusion of this language has eliminated our campus from being considered tobacco-free by the national list of tobacco-free campuses. (<http://tobaccofreecampus.org/campus-list-progress>) This list is used by the National Tobacco-Free Campus Initiative as the reference list for college and university campuses. The current policy passed in October of 2013 and the criteria for inclusion on the national list was updated and disseminated November 2013.