

# Saint Joseph's College

## Policy Guidebook

### Human Resources

**Section Name:** The Work Environment

**Section Number:** 4.04

**Effective Date:** 12/11/2024

### **SUBJECT: Tobacco Free Campus Policy**

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Saint Joseph's College joined the American College Health Association (ACHA) in supporting the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. Saint Joseph's College further recognizes that second-hand smoke is classified as a Group A carcinogen by the United States Environmental Protection Agency (EPA). This policy may have an immediate effect on individuals who use tobacco; therefore, Saint Joseph's College provides prevention, education and cessation resources to all members of its community. Saint Joseph's College recognizes that smoking and the use of tobacco products on campus grounds is detrimental to the health and safety of everyone. This institution supports an environment where students, faculty, staff, contractors, vendors and visitors are not exposed to the harmful effects of secondhand smoke and are supported in efforts to live tobacco-free.

Saint Joseph's College is committed to providing a healthy working and learning environment for the entire campus community. To support this initiative, the College is a smoke and tobacco-free campus. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages persons to be tobacco-free, and promote a campus culture of wellness.

This policy applies to faculty, staff, students, alumni, contractors, vendors and visitors. The use of tobacco and all smoking products are not permitted on any college-owned property, which includes but is not limited to, buildings, college grounds, rights of way, parking areas, walkways, recreational and sporting facilities and college-owned vehicles. Smoking and tobacco use is also prohibited at all College sponsored events, both indoor and outdoor. In addition, the use of tobacco and all smoking products are not permitted in personal vehicles while on the College property.

In addition to prohibiting smoking and tobacco use and to best support smoke and tobacco-free lifestyles, Saint Joseph's College prohibits:

- The sale or free distribution of all tobacco products and paraphernalia on campus or at any campus sponsored events.
- The advertising and promotion of tobacco products on any College property.
- The advertising and promotion of tobacco products in College publications, including but not limited to, newspapers and magazines.
- Accepting money or goods from tobacco companies, this includes campus groups, events, individuals and athletic events.
- All donations from the tobacco industry.

- Littering the remains of smoking or tobacco products or packaging on any campus owned, leased and affiliated property.

## **Definitions**

- a) “Smoking” means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or joint, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.
- b) “Tobacco” is defined as all tobacco-derived or containing products, including but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products, including but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco; and any product intended to mimic tobacco, containing tobacco flavoring or delivering nicotine, including but not limited to, electronic nicotine delivery systems, e-cigarettes, e-cigars, e-hookahs, vape pen or any other product name or descriptor. Or the use of any other type of tobacco or nicotine product for the purpose of circumventing the prohibition of tobacco in this policy. This does not include products specifically approved by the US Food and Drug Administration (FDA) for the purpose of cessation or nicotine replacement therapy.

This policy is communicated by the following methods:

- Appropriate signage is posted in campus facilities, on the Saint Joseph’s College of Maine website and elsewhere to inform members of the campus community and visitors of the Tobacco-Free Campus Policy.
- The policy will be communicated in appropriate college publications and contracts. College publications include but are not limited to electronic communications, handbooks, brochures and other college-generated materials, including the Athletic Code of Conduct.
- Reminder cards with Saint Joseph’s College’s smoke and tobacco-free messaging are available to hand out. Cards are available in the counseling center, in the Health and Wellness Center, and in the Human Resources Office.
- Review of Saint Joseph’s College tobacco policy will be covered with new hire orientation, new student orientation, and with all athletes periodically.

The success of this policy depends on the thoughtfulness, consideration, and cooperation of everyone. It is the responsibility of all members of the Saint Joseph’s College community to comply with this policy.

## **Enforcement**

Everyone is required to observe the Saint Joseph’s College smoke and tobacco-free policy. Enforcement of this policy is viewed as a shared responsibility of all those in the campus community. The primary goal is to achieve voluntary compliance by educating students, faculty, staff, contractors, vendors and visitors about the policy and providing smoking cessation assistance to those who seek it.

- Members of the campus community who see individuals using tobacco on the Saint Joseph’s College campus are asked to politely inform these individuals that Saint Joseph’s College policy prohibits smoking and the use of tobacco anywhere on campus grounds. Communication should be polite, brief, educational and non-confrontational.

- Campus Community members who wish to report abuse of this policy may submit an anonymous tip to Campus Safety here: <https://www.sjcme.edu/life-and-community/safety-and-security/anonymous-tip-form/oncampus/>. Campus Safety and all employees will monitor policy compliance. Violations of this policy will follow appropriate conduct and/or discipline procedures.
- The President, Vice Presidents, Deans, Directors, Supervisors and Department Heads shall ensure that this policy is communicated to everyone within their areas of responsibility. Campus Life will be responsible for student violations. Deans, Supervisors and Human Resources will be responsible for faculty and staff violations. The policy relies on the courtesy and cooperation of the entire campus community. All members of the campus community, including vendors and visitors, are asked to observe this policy. Problems should be brought to the attention of the appropriate supervisor, faculty members or responsible administrator.

## Education and Support

- Saint Joseph's College encourages faculty and staff and students not to smoke by offering educational information and providing information about smoking cessation classes offered through college departments or offices, health care providers, nonprofit organizations or other groups.
- The Saint Joseph's College Wellness Program will provide prevention and cessation programs to staff/faculty, spouses, dependents and students upon request

## Resources

- Saint Joseph's College Department of Campus Recreation/Wellness
  - <http://www.sjcme.edu/wellness>
  - 207-893-6627
- The Standard Employee Assistance Program (EAP)
  - [healthadvocate.com/standard3](http://healthadvocate.com/standard3)
  - Employer ID: sjcme
  - 888-371-1125
  - <https://my.sjcme.edu/resources/human-resources/employee-assistance/>
- Saint Joseph's College Health and Wellness Center
  - <https://www.sjcme.edu/life-at-sjc/health-wellness/>
  - 207-893-6634
- Students can contact:
  - Saint Joseph's College Counseling Center
    - <https://www.sjcme.edu/life-at-sjc/health-wellness/counseling-center>
    - 207-893-6630 or 207-893-6628
- Partnership for a Tobacco Free Maine
  - <http://www.tobaccofreemaine.org>
- Maine Tobacco Hotline
  - <https://mainequitlink.com/>
  - 800-207-1230
- Breathe Easy Coalition of Maine
  - <http://breatheeasyaine.org/>