

Policy Number: 5.35

Title: Smoking & Tobacco Use Policy

Effective Date: August 22, 2016

Scope: All Employees, Students, and Visitors

Purpose

Yavapai College is committed to limiting exposure to the harmful effects of primary and secondary smoke to campus students, visitors, and employees. In order to reduce the harmful effects of tobacco use and to maintain a healthful working and learning environment, the College prohibits smoking on all campuses except in designated smoking areas.

Designated Smoking Areas

1. Except for Designated Smoking Areas, individuals (including guests) are not permitted to smoke in any other area of campus indoors or outdoors. Smoking is also prohibited in college-owned vehicles, whether on- or off- campus. This policy applies to all events on Yavapai College property. A map of all designated smoking areas for each campus may be found at <http://www.yc.edu/dsa>. Please note, during periods of mandated County fire and burn restrictions, Designated Smoking Areas will be closed as required by law.
2. Smoking consists of burning or vaporizing any substance and then either inhaling or exhaling the product. This includes, but is not limited to, tobacco cigarettes, clove cigarettes, herbal cigarettes, cigars, pipe tobacco, hookah shisha, vaping, and electronic cigarettes. Smoking of illegal drugs is governed by the Alcohol and Drugs policy.
3. Individuals using designated smoking areas must responsibly extinguish smoking materials before exiting the area. Smoking materials must be disposed of properly in order to maintain a clean and safe smoking area. Improper disposal includes littering and any behavior which creates a fire hazard.
4. Repeated failure by students and employees to use the Designated Smoking Areas in a responsible and safe manner, may result in the closure of Designated Smoking Areas and a transition to a Smoke-Free and Tobacco Free campus.

Smokeless Tobacco Use

The use of smokeless tobacco products, which includes, but is not limited to the use of snuff, is prohibited in the following areas:

1. All College owned, leased, and rented vehicles
2. Within all College owned, leased or rented facilities, buildings and residence halls
3. Within 25 feet of any College building entries, doors, windows, air vents

Smoking Cessation

The College works in conjunction with the YCT Wellness Program as well as others to provide free and/or low cost smoking-cessation programs for all employees and students. Please visit our [Smoking Cessation Resources](#) page for more information and resources available to quit smoking.

Compliance:

1. This policy shall be administered in accordance with applicable state and federal laws and shall abide by the Smoke-free Arizona Act (Ariz. Rev. Stat. 36-601. 01) which prohibits smoking in all enclosed areas to which the public is invited or permitted.
2. Individuals may request in writing an exemption from this policy related to cultural or religious ceremonies or events. All such exemptions must be approved in writing in advance by Campus Police.
3. The success of this policy relies on the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All members of the College community share the responsibility of adhering to and complying with this policy. Assistance with compliance may include providing education and verbal warnings, contacting college police, contacting Human Resources or Student Development and/or completing an incident report form at [incident report form](#).
4. Compliance with Yavapai College policies and regulations is considered a standard part of job performance for all employees. Failure by College employees to abide by this policy should be addressed through discussion between the employee and his or her immediate supervisor (e.g., clarifying this policy, outlining available resources and helping the employee to develop a strategy for compliance). Repeated failure to abide by this policy will result in disciplinary action up to and including suspension and/or termination of employment.
5. Students who repeatedly fail to abide by this policy will be subject to the disciplinary sanctions set forth in the Student Code of Conduct.
6. In situations where college police have been involved, officers will have discretion as to how to enforce this policy, and should consider the totality of the circumstance in which a violation occurs. Officers may issue citations to violators.
7. If a violation of these rules is committed by a Yavapai College student or employee, a citation may be issued in addition to being subject to formal disciplinary action. Citations will be associated with a \$25 fine. Such fines will be posted to the offender's student or employee account. A fine which is dismissed through the appeals process will be reversed from the individual's account.

8. Appeals: Persons cited for violating this policy may submit a written appeal to the Chief of Police within one week of the citation. After a brief adjudicative procedure, the Chief of Police may sustain, dismiss, suspend, or reduce the fine.
9. If conflicts or problems should arise in the enforcement of this policy, environmental, safety and health considerations will prevail.