



# Policies and Procedures

**Responsible Office:** Office of the Dean of Students

**Responsible Official:** Vice President for Student Affairs & Dean of Students

**Introduction** .....1-2

**Policy Statement** ..... 2

**Policy Sections** .....2-5

9500.1 Definitions .....2-3

9500.2 Exceptions ..... 3

9500.3 Enforcement .....3-5

9500.4 Cessation Assistance ..... 5

• **The Introduction:**

On June 1, 2015, the University of New Haven became Tobacco-Free and Smoke-Free. Smoking, the use of smokeless tobacco products, e-cigarettes and unregulated products are not permitted on any property, building or space occupied by the University of New Haven including but not limited to that which is owned, leased or managed on the Main Campus, North Campus, Sawmill Campus and Orange Campus.

This policy is based on the results of a 2014 survey of the UNH community and the goal to create a healthier learning and work environment for our students, faculty, staff and campus Visitors. Research shows that tobacco is the number one cause of avoidable death in the United States, and by establishing a Tobacco-Free/Smoke-Free Campus we will reduce exposure to carcinogens and asthma triggers. This is important for many reasons, including the fact that the Federal Americans with Disabilities Act requires us to maintain an accessible campus which provides accommodation for students and employees with medical conditions, such as asthma, that are triggered by second-hand smoke. This decision also will eliminate the litter caused by improper disposal of cigarette butts and allow facilities staff to focus their efforts on other areas of campus.

On January 1, 2020, this policy was updated to further emphasize that “vaping” of any substance on University controlled property is prohibited.

**Policy Title:**

**Tobacco-Free, Smoke-Free, Vape Free Campus**

**Policy No.: 9500 Rev.: 1/1/2020**

**Effective Date: June 1, 2015**

**Last Revision: 1/1/2020**

In February 2014, US Senator Christopher Murphy wrote college presidents across the state of Connecticut encouraging the implementation of tobacco-free and smoke-free policies. Several Connecticut colleges have adopted policies and with our policy change, UNH joins about 1,500 campuses across the United States that have already become tobacco/smoke-free. Over 50 years

ago, the Surgeon General reported on the dangers of smoking and its direct ties to lung cancer. Even more research has been conducted which links secondhand smoke to many debilitating conditions including heart disease, chronic obstructive pulmonary disease and other cancers. Much progress has been made to educate on the effects of tobacco products and secondhand smoke, however there is much that can be done. Today, approximately 1 in 5 people, nearly 43 million adults, smoke cigarettes. Tobacco use is responsible for more than 440,000 deaths in the US every year, with an additional 50,000 deaths due to secondhand smoke exposure. We recognize that while the majority of the University community does not smoke, others struggle with this highly addictive practice and its many damaging effects. The University will provide ample information with regards to cessation programming to help members of our community quit. This policy is not intended to exclude or judge those who choose to smoke or vape, nor are we asking that you stop smoking/vaping. We are asking that you no longer use tobacco products on campus where there is a direct impact to other UNH community members. A Tobacco Free, smoke-free and vape free environment will save lives and improve the health of our campus community.

## **Policy Statement**

Smoking, vaping and tobacco product use are prohibited in all facilities and areas of the University of New Haven campus. This includes, but is not limited to all indoor and outdoor areas on the Main, North, Sawmill and Orange Campuses. This policy applies to any individual on campus property, including but not limited to: students, employees, contractors, subcontractors, volunteers, visitors, and members of the public, and is applicable twenty-four (24) hours a day, seven (7) days a week.

### **• The Policy Sections:**

#### **9500.1 Definitions**

For purposes of this policy, the following terms are defined below:

**(a) Smoking and/or vaping.** Inhaling, exhaling, burning, carrying or possessing any lighted or vaporized tobacco product, including cigarettes, vapes, cigars, pipe tobacco or any other lit tobacco products.

**(b) Tobacco Products.** All forms of tobacco, including but not limited to cigarettes, cigarillos, vaping devices ,cigars, shisha, pipes, herbal cigarettes, water pipes (hookahs), electronic cigarettes, electronic hookahs, and all forms of smokeless tobacco including but not limited to:

- 1) *Chew:* Tobacco placed between the cheek and gum or upper lip teeth
- 2) *Orbs:* Nicotine-infused orbs consumed like breath mints
- 3) *Snuff:* Fine-ground tobacco inhaled through the nose
- 4) *Snus:* Ground tobacco in a tea bag-like sack kept between the cheek and teeth
- 5) *Sticks:* Nicotine-infused sticks chewed like a toothpick
- 6) *Strips:* Nicotine-infused strips that dissolve on the tongue

**(c) Tobacco Use.** Personal use of any tobacco product, whether intended to be lit or not, which includes smoking and/or vaping (as defined above) as well as the use of electronic cigarettes, vaping devices, or any other device intended to simulate smoking, the use of smokeless tobacco, including snuff; chewing tobacco; smokeless tobacco; smokeless pouches; and other forms of loose-leaf tobacco, smokeless tobacco; and the use of unlit cigarettes, cigars, pipe tobacco, hookah or other devices using smoke and/or vaporizer products. This also includes use of any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine for any purpose other than cessation.

**(d) UNH Controlled Properties.** Any property, building or space occupied by the University of New Haven including but not limited to that which is owned, leased or managed.

**(e) Tobacco Free/Vape Free Areas.** All common areas, classrooms, residence halls, elevators, hallways, university-owned and university-leased vehicles, personal vehicles while on university properties, restrooms, dining areas, conference and meeting rooms, all other enclosed areas on campus, garages, parking lots, outdoor grounds, quads, athletic fields, entrance and exit ways, and any other areas of the university campus.

### 9500.2 **Exceptions**

For educational purposes, research involving tobacco or tobacco products may be approved as an exception to this policy. Permission must be granted by the Institutional Review Board and Health Services Office, prior to conducting any research. This is to ensure the health and safety of any participants. Theatrical performances that require smoking to keep the integrity of the production may also be an exception. Permission for such performances must be granted by the Dean of Students Office, University Police and the Campus Fire Marshall.

### 9500.3 **Enforcement**

The responsibility for the enforcement and communication of this policy rests with all members of the university community. This policy applies equally to students, employees and visitors. Those who violate the policy may be subject to disciplinary action through the Office of Human Resources or the Office of the Dean of Students.

#### **(a) Communication.**

- 1) Supervisors and managers on campus are responsible for leading by example and respectfully communicating the policy to employees, students, volunteers and visitors.
- 2) Employees, students, volunteers and visitors who observe individuals using tobacco product on university controlled property are encouraged and empowered to respectfully explain that its use is prohibited at UNH and report the individual, if known, to Human Resources or the Office of the Dean of Students.
- 3) Installation of signage will be placed at appropriately designated entrances and exits of Main Campus, North Campus and Orange Campus. Additional signage will be posted on entrances and exits to campus buildings and university owned and or leased vehicles.

**(b) Compliance.** All University of New Haven students, employees, contractors, subcontractors, volunteers, visitors, and members of the public are required to adhere to this policy. Should repeated violations occur, the following disciplinary actions may be taken:

- 1) Violations by students should be brought to the attention of the Office of the Dean of Students (203-932-7432), which will take appropriate educational or disciplinary action. Possible sanctions for violations of the Tobacco-Free, Smoke-Free, and Vape free policy are as follows:
  - a. 1<sup>st</sup> Violation—Warning
  - b. 2<sup>nd</sup> Violation—Letter of Reprimand, \$50 fine
  - c. 3<sup>rd</sup> Violation—Letter of Reprimand, \$100 fine

- d. 4<sup>th</sup> Violation—1 year Disciplinary Probation, \$150 fine
  - e. 5<sup>th</sup> Violation—1 year Disciplinary Probation, \$200 fine, possible removal from University Housing
- 2) Violations by employees should be brought to the attention of the employee’s supervisor or the Office of Human Resources (203-932-7240), which will take appropriate action as necessary. The University of New Haven generally endorses the use of progressive discipline, which is normally a four-step process. University management may elect to skip any of these steps depending on the severity of the violation. The four steps are:
- a. Counseling with a verbal warning
  - b. Counseling with a written warning
  - c. Time off/Suspension
  - d. Discharge
- 3) Violations by visitors/guest of the university should be brought to the attention of the hosting department/organization or University Police (203-932-7014). The hosting department/organization and University Police reserve the right to ask the visitor/guest to leave campus immediately.
- 4) Violations by vendors should be brought to the attention of the hosting department/organization or the Purchasing Department (203-932-7129).

#### 9500.4 Cessation Assistance

The University of New Haven is committed to supporting all employees and students who wish to stop using tobacco or nicotine products. Assistance for faculty and staff to overcome tobacco or nicotine addiction is available through the University of New Haven health plan or the resources listed below. Student assistance is available through the Health Services Office, located on the ground level of Sheffield Hall.

##### **Connecticut Quit Line**

1-800-784-8669

[www.quitnow.net/connecticut](http://www.quitnow.net/connecticut)

##### **EX—a new way to think about quitting smoking**

[www.becomeanex.org](http://www.becomeanex.org)

##### **Be Tobacco Free**

[betobaccofree.hhs.gov](http://betobaccofree.hhs.gov)

##### **Quit Tobacco**

[www.ucanquit2.org](http://www.ucanquit2.org)

##### **Quit Vaping**

<https://teen.smokefree.gov/quit-vaping/how-to-quit-vaping>

**UNH Employee Health Provider**—Meritain Health. Contact Human Resources at 203 932-7240 or Meritain Health at (877) 219-2955. [www.unhhealthplan.com](http://www.unhhealthplan.com)

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##### ***This Policy’s Contact Person:***

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