

UE Tobacco-Free Policy

The University of Evansville (UE) joins with the Indiana Tobacco Prevention and Cessation Commission in taking action to reduce tobacco use and exposure within the college setting. Research findings show that the use of tobacco products constitutes a significant health hazard. Committed to supporting the health and well-being of the campus community, the University has implemented a campus-wide Tobacco-Free Policy.

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I. Regulations

- a. The use of all tobacco products and electronic smoking devices is prohibited at school sanctioned and/or sponsored activities or functions on campus. The use of these products and devices is also prohibited in all University buildings, residential housing, approved University housing, rental properties, grounds, athletic facilities, parking lots, University-owned or leased vehicles, and privately owned vehicles on University grounds.
- b. Tobacco use on University property is not permitted for educational or theatrical purposes.
- c. The sale, marketing, and sampling of commercial tobacco products and any and all electronic nicotine delivery systems, such as e-cigarettes, is prohibited in all University buildings, facilities, and grounds.
- d. Littering the campus with remains of tobacco products is prohibited.
- e. The terms of this policy applies to all persons, including faculty, staff, students, vendors, and visitors.

II. Implementation and Enforcement

- a. During the admissions and orientation processes, all students are to be informed of the UE Tobacco-Free Campus Policy. Information regarding this policy will be available and accessible on the UE Website. Rental agreements and contracts shall include language prohibiting the use of tobacco products.
- b. Signage restricting the use of tobacco and electronic smoking devices shall be posted and maintained at all public entrances and other key areas on campus.
- c. The primary goal of the policy is to achieve voluntary compliance with the tobacco-free campus policy by educating faculty, staff, students, vendors, and visitors about the policy. The enforcement of the tobacco-free policy is viewed as the shared responsibility of all those in the

campus community, tobacco users and non-users alike. It is expected that all parties treat each other with respect and dignity at all times. It is essential that we support each other and embrace a spirit of having a healthy living, learning, and working environment.

- Members of the campus community who see individuals using tobacco on the UE campus are asked to politely inform these individuals that UE policy prohibits tobacco use anywhere on campus grounds. Communication should be polite, brief, educational, and non-confrontational.
- Courtesy cards with UE's tobacco-free campus messaging will be available to hand out to anyone observed using tobacco products on the campus. Cards are available in the Office of Human Resources, the Crayton E. and Ellen Mann Health Center, and the Health Education Office on the second floor of Ridgway University Center. A pdf version of this card is available on the Community Approach Page of our Website: www.evansville.edu/tobaccofree/community.cfm
- Community members who do not feel comfortable approaching someone violating the policy should contact the administrator in charge of the nearest building or a security officer. This should also be done in the case of non-compliance.
- Community members who wish to report abuse of this policy in an online format or in a confidential, anonymous manner can use the Report a Concern Form on the Office of Safety and Security Website: www.evansville.edu/safety/report.cfm

- d. Voluntary compliance is strongly preferred; however, it should be noted that violation of this policy could result in disciplinary actions. Managers, deans, department heads, and supervisors should inform all employees of this policy, and employees are expected to comply. Blatant and chronic violations are subject to disciplinary protocols applicable to faculty, staff, and students. Violations of this policy by employees are handled through the progressive discipline process. See Talking Tips for Supervisors on our UE Tobacco-Free Webpages: www.evansville.edu/tobaccofree/tips.cfm

Jurisdiction for handling violations are as follows:

- Faculty – Violations are handled through the appropriate supervisor, Office of Academic Affairs, and/or Office of Human Resources.
- Staff – Violations are handled through the appropriate supervisor, department head, and/or Office of Human Resources.
- Students – Violations are referred to the Office of the Dean of Students. Violations within residential student housing are handled through the Office of Residence Life.
- Vendors and tenants – Violations are handled through the corresponding liaison office.
- Visitors – Violations related to visitors are handled through the sponsoring office or organization. Any difficulties can be handled with the assistance of the Office of Safety and Security.

III. Strategies / Scenarios

The following are suggested scripted messages that community members are encouraged to say when encountering someone using tobacco on campus. This can be used together with handing out a courtesy card.

Example Script #1

Situation: You see a person using tobacco products on UE property.

Response: "Hello, my name is _____, and I am an (employee, student) here at UE. I want to make you aware that we are now a tobacco-free campus. This means that tobacco products are prohibited on our grounds. We would appreciate if you would not use tobacco products while on campus. Thank you for your cooperation."

Example Script #2

Question: "Where am I allowed to smoke?"

Response: "If you need to smoke or use tobacco products, you will need to leave the campus grounds. Smoking and other tobacco products are not allowed anywhere on the UE campus. This is a policy meant to promote respect for all members of the campus community and better health for our students and employees."

Example Script #3

For Vendors and Visitors: "I'd like to let you know in advance that the UE campus is a tobacco-free environment. The use of tobacco products is not permitted on any property, grounds, or parking areas. Thank you for respecting our policy."

Example Script #4

For office staff who are speaking to students and families prior to a UE campus visit: "I'd like to let you know in advance that the UE campus is a tobacco-free environment. The use of tobacco products is not permitted on any property, grounds, or parking areas. Thank you for your understanding."

Negative responses or non-compliance should be reported to a building supervisor or the Office of Safety and Security.

IV. Resources

- a. **Office of Counseling & Health Education** www.evansville.edu/counseling/
Students can obtain information and resources related to tobacco use and cessation resources that are available to the campus community. Students can make appointments for individual coaching and participate in group sessions with a focus on triggers, alternative activities, and education about the process of quitting.
- b. **Health Center** Students can obtain a packet of information resources and obtain referrals for the Cessation and Nicotine Patch Program from the Vanderburgh County Health Department.

- c. **Employee Health Clinic** Employees can obtain resource materials. The Tri-State Employee Health Clinic provides smoking cessation resources and support for employees and family members enrolled in our health insurance plans. Information about area resources are also available for those not on one of the University's health plans.
- d. **Office of Human Resources** acelink.evansville.edu/Areas/HR/
Employees can obtain information and resources related to tobacco use and cessation resources that are available to the campus community. Smoking Cessation Wellness Credits are available for participants in our HRA health insurance plan. Visit our [tobacco-free resources page](#) or contact the Office of Human Resources at 812-488-2943 for more information.
- e. **Indiana Quitline** quitnowindiana.com/
Quit Now Indiana provides information and educational resources about cigarettes, smokeless tobacco, and secondhand smoke. Access the **1.800.QUIT.NOW** line (24/7), talk with a Quit Coach, and sign up for Web Coach® and Text2Quit®.
- f. **Vanderburgh County Health Department - Stop Smoking Program**
www.vanderburghcounty.in.gov/index.aspx?page=1507 Offers weekly Smoking Cessation classes (daytime and evening), and a Free Nicotine Patch program. These programs are available both on and off campus.
- g. **Additional Resources can be accessed online on our Tobacco-Free Web Pages:**
www.evansville.edu/tobaccofree/resources.cfm

V. Definitions Related to this Policy

- a. Faculty - All UE faculty including those holding adjunct status.
- b. Staff - All UE administration and staff.
- c. Students – All UE students including those classified as undergraduate, graduate, full-time, part-time, bridge, IEC, exchange, and Fulbright.
- d. Vendors – Any personnel who comes onto campus to provide goods and services including speakers, entertainment, dining services, housekeeping, pest management, cable and laundry services, and all other contracted services.
- e. Visitors – Any individuals visiting the campus including prospective students, families, guests of community members, conference attendees, or anyone that participates in an event or activity on campus.
- f. Legal rights – Employers have a legal right to reduce or eliminate smoking and the use of tobacco products on their property. People who smoke do not have the right to violate an Employer's tobacco-free environment policy.
- g. Smoking – A lighted cigar, cigarette, pipe, or other lighted smoking devices carried by a person including electronic smoking devices and/or electronic nicotine delivery systems, such as “e-cigarette” products.
- h. Tobacco – Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, flavored cigarettes, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spit-less smokeless

chew, snuff, and dissolvable tobacco products) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine. This does not include cessation products specifically approved by the U.S. Food and Drug Administration.

- i. Electronic Smoking Device (Also known as an electronic nicotine delivery system) – Any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether they are manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- j. Campus or Grounds – The use of these terms represents any and all properties owned or leased by the University.

VI. Exceptions and Clarifications

Tobacco use may be permitted for the following reasons:

- For controlled research with prior approval of the Institutional Research Board and the review and recommendation of the Office of Risk and Environmental Management.
- For religious ceremonial purposes with prior approval of the Office of Religious Life and the review and recommendation of the Office of Risk and Environmental Management.

Policies related to Harlaxton College, UE's British campus, are specific to their circumstances as a campus located in England. Harlaxton policies outline restrictions on smoking indoors and on the grounds.

VII. Summary Statement of Policy

In support of the health and wellbeing of the campus community, the use of all tobacco products and electronic smoking devices (e-cigarettes) is prohibited at school sanctioned and/or sponsored activities or functions on campus. The use of these products and devices is also prohibited in all University buildings, residential housing, approved University housing, rental properties, grounds, athletic facilities, parking lots, University-owned or leased vehicles, and privately owned vehicles on University grounds. For a full description on this policy and available resources, please refer to the University Website.

VIII. References

Americans for Nonsmokers' Rights, "Model Policy for a Tobacco-Free College/University.

Cleveland State University, "Tobacco Free Policy FAQs", www.csuohio.edu/tobacco-free/tobacco-free-policy-faqs

University of Michigan Standard Practice Guide 601.04, "Smoking on University Premises." 2011.

Tobacco Free Ohio State Policy 7.20, Office of Human Resources. 2014.