**Marymount University**

**Tobacco-Free Campus Policy**

**Purpose and Scope**

Marymount University adopts the following tobacco-free campus policy effective January 1, 2013. In keeping with a growing trend at colleges and universities around the United States, Marymount extends its longtime prohibition on smoking inside buildings to include campus grounds. This new policy applies to all tobacco and smoking products.

This action to become a tobacco-free campus is an extension of Marymount’s student and employee wellness initiatives, all aimed at fostering a healthier, more productive living, learning, and working environment.

This policy reflects the abundant scientific evidence that shows the severe health consequences of tobacco use and the effects of second-hand smoke. Marymount recognizes that smoking and tobacco use are critical public health concerns; the university has a responsibility to respond by providing a safer and healthier environment for all members of the campus community.

The Tobacco-Free Campus Policy applies to all employees (faculty, staff, and administration), students, contractors, vendors, and visitors to campus. Its intention is to eliminate the use of tobacco and tobacco-related products on Marymount property.

Marymount is committed to providing assistance to those members of the university community who wish to overcome tobacco addictions.

**Policy**

Effective January 1, 2013, Marymount University declares itself to be a “tobacco-free campus.” Smoking and use of tobacco products will not be permitted anywhere on the campus, including building interiors, building entrances, outdoor common areas, sidewalks, parking lots, and university-owned vehicles. The university administration shall fully implement this policy and all applicable laws, regulations, and local ordinances related to smoking and tobacco use.

**Enforcement**

The enforcement of this policy is a shared responsibility. All supervisors, department heads, deans, vice presidents, and the university president are directly responsible for assisting with the enforcement of this policy, and all community members will be asked to observe and assist in the enforcement. The offices of Campus Safety, Student Conduct, Campus and Residential Services, and Human Resources will play a critical role in communicating information related to this policy and managing the enforcement procedures.

Enforcement will come in two phases. There will be a transitional enforcement phase that will serve as an educational period to assist the university community in adapting to the new policy; this phase will extend from January 1, 2013 through July 31, 2013. The second phase, full enforcement, will go into effect on August 1, 2013.

**Transitional Enforcement Phase**

**January 1, 2013 – July 31, 2013**

1. Anyone who is observed smoking or using tobacco products anywhere on Marymount property will be asked by the observer to extinguish and/or discard the tobacco material immediately. The tobacco user will be informed that he or she is in violation of university policy.
2. All members of the Marymount community will be asked to remind violators that beginning August 1, 2013, more stringent enforcement policies will go into effect.
3. Persistent violators will be informed in writing that their actions are in contradiction to university policy and beginning August 1, 2013, these actions will result in more serious consequences.

**Full Enforcement Phase**

**Beginning August 1, 2013**

1. Anyone who is observed smoking or using tobacco products will be asked by the observer to extinguish or discard the tobacco material immediately. In addition, the individual may be asked for his/her name and, if asked, is required to provide it. The person’s name will be recorded in the Office of Campus Safety. The names of students and students’ guests will be forwarded to the Office of Student Conduct. The names of employees will be forwarded to the Office of Human Resources.
2. Students who are found to be in violation of this policy will be subject to the enforcement procedures and sanctions outlined in Marymount’s *Student Handbook*. Students are responsible for the behavior of their guests on campus; students whose guests are found to be in violation of this policy will also be subject to sanctions.
3. Employees who are found to be in violation of this policy will be subject to the following sanctions:
	* + - *First Violation -* The individual will be given written notice of the violation and encouraged to participate in smoking-cessation classes and other support programming.
			- *Second Violation –* The individual will be informed in writing that a second offense is serious and results in a fine of $100. A formal letter of warning will be placed in the individual’s personnel file.
			- *Third Violation –* The individual will be informed in writing that a third violation generates a final warning and results in a fine of $200. A letter indicating “third violation/final warning” will be placed in the individual’s personnel file.
			- *Fourth Violation –* The individual will be suspended without pay for a designated period of time. Any subsequent violation of the policy will result in termination of employment with Marymount University.
4. Non-student and non-employee individuals (e.g. vendors, contractors, visitors to campus) who are found to be in violation of this policy will be informed of the policy, asked to extinguish and/or discard the tobacco material immediately, and warned that repeated violation of the policy will result in loss of permission to be on Marymount property.