
Chapter: Facilities

Modification No. 003

Subject: **Restrictions on Smoking, Tobacco, and Sale of Tobacco Products**

- I. Montgomery College recognizes its leadership role in promoting and maintaining a tobacco and smoke-free environment. Therefore, in compliance with all applicable county regulations and in conjunction with its efforts to educate students, faculty, staff and the community about the importance of health and safety, Montgomery College is a tobacco and smoke-free institution. Enforcing a tobacco and smoke-free policy is possible because the College places value on individual responsibility and leadership. As such, every member of the Montgomery College community shares equally in the responsibility for adhering to and respectfully enforcing the smoke and tobacco-free policy.
- II. For the purposes of this policy,
- Electronic cigarettes are defined as 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 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.
- Smoking is defined as the act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind, including electronic cigarettes.
- Tobacco use is defined as the lighting, burning, oral use, or ingestion of any tobacco product.
- Vaping is defined as the act of using an electronic cigarette.
- III. Specifically, smoking and tobacco use:
- A. is prohibited in or on all College-owned property and within leased College office and classroom space;
 - B. is prohibited in all indoor and outdoor facilities, including athletic fields, amphitheatres, entrance steps and ramps, restrooms, pedestrian walkways, entryways, portable buildings, terraces, in privately owned vehicles and campus bus stops;
 - C. is prohibited in College-owned or leased vehicles; and
 - D. is prohibited at meetings or conferences sponsored by Montgomery College.
- IV. Smoking and tobacco products will not be sold in College facilities.
- IV. The President is authorized to develop and implement procedures to implement this policy.

Board Approval: June 16, 2003; April 28, 2008; June 16, 2015

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I. Enforcement of Tobacco-Free Policy

- A. The College smoke and tobacco-free policy relies on the thoughtfulness, consideration, and cooperation of smokers or tobacco users and non-smokers or non-tobacco users for its success. It is the responsibility of all members of the College community, as well as visitors to the College, to inform others and observe the policy.
- B. Employees that fail to comply with the smoke and tobacco-free policy will be subject to progressive disciplinary actions as follows: oral warning, written warnings or written reprimands, or disciplinary suspension. A college employee's supervisor shall select the disciplinary action which in his or her judgment is most appropriate in the light of the facts, circumstances, and other relevant factors.
- C. Students that fail to comply with the smoke and tobacco-free policy will be subject to progressive disciplinary actions as follows: first reported offense- reminder and oral warning; second offense- a written warning, and third offense- formal charges under the Student Code of Conduct that can result in various sanctions including community service, suspension, and ultimately dismissal.
- D. Visitors are expected to comply with the smoke and tobacco free policy. The college community is responsible for visitors' compliance with the College's smoke and tobacco-free policy. Visitors that fail to comply with the smoke and tobacco-free policy will be informed of the policy and requested to cease their use of tobacco products. Visitors that refuse to comply will be asked to leave the college premises.

II. Reporting Violations

- A. Initially, Healthy Campus Advocates will be assigned to each campus to support the college community enforcement of the smoke and tobacco-free policy by informing and reminding students, college employees and visitors of the policy and reporting violations as appropriate.
- B. Reports of College employee violations will be forwarded to Vice President of Human Resources and Strategic Talent Management, who will then forward the report to the employee's supervisor.
- C. Reports of student violations will be forwarded to the Dean of Student Development and/or a designated Instructional Dean of Workforce Development and Continuing Education.
- D. Safety and Security will provide support for the Healthy Campus Advocates when an individual does not comply with the policy and when the situation may warrant their added involvement.

III. Exceptions

These procedures do not apply:

- A. Where there is a legitimate educational or instructional purpose and approval has been granted by the Senior Vice President for Academic Affairs in consultation with the Campus Vice President and Provost.

- B. Where used in preparation for and performance of College sanctioned theatrical productions, parades or other public ceremonial purposes and approval has been granted by the appropriate Senior Vice President in consultation with the Campus Vice President and Provost.

Administrative Approval: June 16, 2003; April 28, 2008; June 16, 2015