

# PROCEDURE:

## 3.3.7p1. Tobacco Use

*Revised: June 10, 2008; May 19, 2010; February 16, 2011; May 15, 2013; May 21, 2014; May 20, 2015; May 17, 2017; May 16, 2018*

*Last Reviewed: June 10, 2008; April 27, 2009; May 19, 2010; February 16, 2011; May 18, 2011; May 16, 2012; May 15, 2013; May 21, 2014; May 20, 2015; May 18, 2016; May 17, 2017; May 16, 2018; May 15, 2019; May 20, 2020; May 19, 2021; May 18, 2022; May 24, 2023; May 15, 2024*

*Adopted: May 16, 2007*

### I. **PURPOSE**

Ogeechee Technical College is a 100% tobacco-free institution.

### II. **RELATED AUTHORITY**

State Board Policy 3.3.7. Tobacco Use

### III. **APPLICABILITY**

This procedure applies to all Ogeechee Technical College faculty, staff, students, clients, contractors and visitors at all College facilities during and after campus hours of operation.

### IV. **DEFINITIONS**

**Tobacco**: Includes any lighted or unlighted cigarette (clove, bidis, kreteks), e-cigarettes, cigars, cigarillos, pipes, hookah products; and any other smoking product; and any smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, snuff, or snus, in any form (orbs, sticks, strips, pellet, etc.).

### V. **ATTACHMENTS**

None.

### VI. **PROCEDURE**

1. Smoking or use of other tobacco products is prohibited on all Ogeechee Technical College grounds; owned or leased properties, and campus-owned, leased, or rented vehicles. This includes but is not limited to all College sidewalks, parking lots, landscaped areas, and recreational areas; at lectures, conferences, meetings, and social and cultural events held on property or grounds of Ogeechee Technical College. Smoking is also prohibited in the interior of all buildings and vehicles owned or operated by Ogeechee Technical College.
2. Smoking materials must be extinguished and properly disposed of prior to entering Ogeechee Technical College property or exiting personal vehicles. Improper disposal includes but is not limited to:
  - a. Spitting smokeless tobacco product
  - b. Littering (i.e. discarded cigarette butts, throwing cigarette butts out of windows)
  - c. Anything that creates fire hazards

3. The sale of tobacco products or tobacco-related merchandise (including items that display tobacco company logos) is prohibited in and on all College property and at all College-sponsored events, regardless of the vendor.
4. Campus officials, staff or other persons representing the campus including campus organizations shall not accept money or gifts or enter into any arrangement, association or partnership with representatives of tobacco companies, including sponsorship of campus events by organizations that promote tobacco use and/or allowing them to distribute free, reduced price or fully priced tobacco products (shirts, hats, etc.) on campus.
5. Companies that manufacture tobacco products are excluded from participating in campus career fairs or other vocational or recruitment activities.

Compliance: Violation of this policy may result in disciplinary action under the provisions of the Positive Discipline Policy for employees and the provisions of the Student Code of Conduct for students.

**VII. RECORD RETENTION**

N/A