



Tobacco Policy

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Effective: *July 1, 2017*

Last Revision: 11-1-2024

Responsible Vice President
AVP People and Culture

Responsible Office
Human Resources

Policy Statement and Program Adoption

To provide guidance concerning tobacco use in and around campus buildings and in University vehicles.

Reason for Policy

Friends University is committed to provide a tobacco-free environment for the health, well-being and safety of University students, faculty, staff and visitors.

Who Should Know This Policy

All Employees

Policy

The use of all tobacco products is prohibited on all property that is owned, operated, leased, occupied or controlled by Friends University. This policy applies to all employees, faculty, staff, students, University affiliates, contractors, volunteers, customers and visitors. This policy is applicable twenty-four hours a day, seven days a week.

Definitions

Property:

Property includes any buildings and structures owned, operated, or leased by Friends University campus, including but not limited to, enclosed areas, buildings and structures, grounds, walkways, adjacent sidewalks, parking lots, vehicles, athletic facilities

associated with Friends University, and personal vehicles in these areas

Tobacco Products: Tobacco Products are defined as all tobacco-derived or containing products, including but not limited to, cigarettes, electronic cigarettes, electronic smoking devices, any and all vaping products, cigars, hookah products, pipes, and oral and smokeless tobacco (spit and spitless, chew and snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation, as approved by the FDA (e.g., nicotine patch, nicotine gum).

Electronic Smoking Devices: Electronic Smoking Devices means 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.

Hookah: Hookah means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

Process

Effective July 1, 2017, the use of tobacco is prohibited by all employees, students, University affiliates, contractors, volunteers, vendors, and visitors in all interior spaces on Friends University campuses, on all outside property owned, operated, or leased by Friends University campus, including but not limited to, enclosed areas, buildings and structures, grounds, walkways, adjacent sidewalks, parking lots, vehicles, athletic facilities associated with Friends University, and personal vehicles in these areas.

Organizers and attendees at public events held in or at Friends University facilities are required to abide by the tobacco free policy. The organizers of these events, which include but are not limited to, conferences, meetings, lectures, social, cultural, and sporting events, are responsible for both communicating the policy to attendees and enforcing it.

Friends University prohibits campus-controlled advertising, sale or free sampling of tobacco products on campus.

Campus organizers are prohibited from accepting money or gifts from tobacco companies.

Enforcement of the Policy

Friends University expects all employees to comply with this policy. Members of the campus community may respectfully inform others of the policy to increase awareness and compliance.

An individual who notes a violation of this policy should:

- Informally attempt to resolve the problem by requesting that the violator comply with the policy.
- If the informal attempt fails, contact Human Resources for referral to the appropriate administrative official.

Repeat violations will be handled according to established student and employee codes of conduct, policy and procedures.

Contacts

Policy Administrator	Contact	Phone
Human Resources	Human Resources	Ext. 5864

History / Policy Revisions

Adopted: February 22, 2017

By: President's Cabinet

Reviewed: November 19, 2024