

TOBACCO/E-CIGARETTE FREE ENVIRONMENT

I. Policy Section

3.0 College Operations

II. Policy Subsection

3.5 Tobacco/E-Cigarette Free Environment Policy

III. Policy Statement

A. Grand Rapids Community College is committed to protecting the health of students, staff, faculty and guests by prohibiting the use and/or sale of tobacco products, marijuana in any form, and electronic cigarettes (e-cigarettes) at any time or in any place on GRCC properties, including sidewalks within the boundaries of any GRCC campus. This policy shall extend to all properties owned, operated, leased or maintained by GRCC including parking lots and ramps, inside personal vehicles parked in GRCC lots and ramps, and Grand Rapids Community College vehicles.

Employees shall not use, chew, smoke or sell tobacco products, e-cigarettes or marijuana in any form, during their paid work time. Students shall not use, chew, smoke or sell tobacco products, e-cigarettes or marijuana in any form, at any time while subject to the jurisdiction of the GRCC Student Code of Conduct.

IV. Reason for the Policy

Grand Rapids Community College recognizes the health hazards of tobacco and marijuana use and of exposure to secondhand smoke. In addition, the use of e-cigarettes results in a residual aerosol, or vapor being exhaled into the surrounding air. Research indicates that e-cigarettes emit nicotine, propylene glycol, carcinogens, and other substances¹.

As a leader in the community, GRCC strongly discourages the use of any and all tobacco, nicotine and marijuana products. Grand Rapids Community College is committed to offering our staff and faculty helpful smoking cessation and wellness resources.

V. Entities Affected by this Policy

¹Henningfield JE, Zaatari GS. Electronic nicotine delivery systems: Emerging science foundation for policy. *Tobacco Control*. April 1, 2010;19(2):89-90. doi: 10.1136/tc.2009.035279.

B. GRCC employees, contractors, vendors, contracted employees, students, volunteers, and any other members of the public while on property owned, operated, leased or maintained by GRCC.

VI. Who Should Read this Policy

This policy applies to all GRCC employees, contractors, vendors, contracted employees, students, volunteers, and any other members of the public while on property owned, operated, leased or maintained by GRCC.

VII. Related Documents

Wellness Program Documents
Drug and Alcohol Policy
Student Code of Conduct
Conflict of Interest Policy
Employee Contracts
Employee Handbooks
Purchasing Policies
Chapter 71, Title VI of the Grand Rapids City Code entitled (Clean Indoor Air Ordinance)
Misconduct Policy

VIII. Contacts

Policy Owner: Vice President of Business and Finance
Human Resources Office
Campus Police
Dean of Student Affairs Office
GRCC Staff Development (Wellness Programs)
Facilities Office

IX. Definitions

- A) **Tobacco products** include tobacco used for any purpose including but not limited to: cigar, cigarette, and pipe smoking, and smokeless tobacco.
- B) **Marijuana** refers to the use of cannabis or marijuana, including constituents of cannabis, THC and other cannabinoids, in any form.

- C) **E-Cigarettes** are cigarette-shaped devices containing a nicotine-based liquid that is vaporized and inhaled, used to simulate the experience of smoking tobacco.
- D) **Regional Centers** include any facility in which GRCC conducts programs during the time that GRCC is delivering services pursuant to a lease or contract.
- E) **Paid Work Time** does not include scheduled breaks or meal times off campus, travel in a personal vehicle, work at home or time spent at off-site meetings and conferences. It is expected that employees will adhere to the restrictions in force at the off-site locations where they are dining and/or attending meetings and conferences.

X. **Procedures**

In view of the fact that each and every employee and/or student benefits from a tobacco-free college environment, the enforcement of this policy is most equitably placed as a responsibility on all members of the College community. Individuals, studying, working or visiting Grand Rapids Community College are expected to cooperate with the policy and persons that disregard the policy will be subject to the appropriate disciplinary action. Contact Human Resources, Campus Police and/or Student Affairs if you have any questions regarding this policy.

A. Supervisor Responsibilities:

- 1. Supervisors shall advise each employee that GRCC is a tobacco, marijuana, and e-cigarette free campus.

B. Human Resources Responsibilities:

- 1. All GRCC postings shall indicate that GRCC is a tobacco free campus
- 2. This policy shall be made available to all applicants as a link to GRCC's Employment Opportunities ("Jobs") web page.
- 3. Upon request, Human Resources will coordinate a smoking cessation workshop.

C. Staff/Faculty/Student Responsibilities

- 1. All staff, student and faculty are responsible for adhering to the following protocol when they see any person use tobacco, marijuana in any form or e-cigarette products in violation of this policy:
 - a) Courteously and tactfully approach the person and explain the policy.
 - c) If an employee continues to use products in violation of this policy, report the incident to the appropriate Supervisor/Director or the Executive Director of Human Resources.

d) If a student continues to use products in violation of this policy, report the incident to the Dean of Student Affairs or designee. The Dean of Student Affairs shall then review the facts to ensure due process and appropriate corrective action.

XI. Forms

N/A

XII. Effective Date

November 20, 2008

XIII. Policy History

Replaces Policy Number 3.5 previously titled "Clean Indoor Air Act"

Approved October 1, 2007

Revised December, 2013

Revised November, 2018 due to passage of Proposal 1

XIV. Next Review/Revision Date

December, 2023