

**Applies to:** Faculty, staff, students, visitors, and volunteers

**Responsible Office**

**Human Resources**

**POLICY STATEMENT**

The college strives to enhance the general health and wellbeing of its faculty, staff, students, and visitors. The college desires to support individuals to be **tobacco** free, to achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, the college intends to provide a tobacco free environment. Smoking and the use of tobacco and tobacco products are prohibited in or on all college owned or leased property including vehicles.

**Purpose of the Policy**

To support individuals to be tobacco free, to achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing.

**Definitions**

Term	Definition
Tobacco	Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, oral tobacco (e.g., spit and spitless, smokeless, chew, snus) and nasal tobacco (e.g., snuff). It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

**Policy Details**

- I. The college is strongly committed to supporting individuals to become tobacco free.
  - A. Tobacco cessation programs and support will be available to employees and students as identified in the Cessation and Resources sections.
  - B. Nicotine replacement or delivery products for the purpose of cessation are permitted under this policy.
  - C. Additional exceptions are identified in the “Approved Exceptions” section of this policy.
- II. Policy success
 

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. Leaders, faculty, staff, students, and visitors share the responsibility for adhering to and enforcing the policy.

  - A. Concerns about tobacco use should be respectfully addressed in the moment whenever feasible.
  - B. Continued concerns should be referred to the appropriate department for review and action. For faculty, staff, and student employees, issues should be referred to the employing department head. For students in the non-employment setting, issues should be referred to Student Life. For volunteers and visitors, issues should be referred to the hosting unit head.
- III. The college will not advertise tobacco on college owned, operated or leased property or at any college sponsored event or college owned or sponsored media.
- IV. Sale of tobacco is prohibited on college owned, operated, or leased property.
  - V. Donations, gifts, or sponsorships of any kind from tobacco industry or firms representing the tobacco industry are not accepted.

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## PROCEDURE

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- I. Cessation
  - A. The college is committed to supporting all faculty, staff, and students who wish to stop using tobacco/nicotine products.
  - B. Assistance to employees to overcome tobacco/nicotine addiction is available through The Ohio State University Health Plan and the resources identified below.
  - C. Assistance to students to overcome tobacco addiction is available from the resources identified below.
- II. Communication
  - A. Leaders, managers, supervisors, and building supervisors are responsible for leading by example and respectfully communicating the policy to faculty, staff, students, visitors and volunteers.
  - B. Faculty, staff, students, volunteers and visitors who observe individuals using tobacco on college property are encouraged and empowered to explain respectfully that its use is prohibited.
- III. Signage
  - A. Installation and maintenance of signage are the responsibility of the Facilities Department in consultation with the Office of Human Resources.
  - B. Signage must be placed appropriately on entrances to, and exits from, buildings, including parking garages, and on college owned and leased vehicles.
  - C. Areas that experience difficulties with tobacco use may request special signage from the Facilities Department.
- IV. Compliance with Ohio Smoke-free Workplace Law (ORC Chapter 3794)
  - A. The Office of Human Resources is available to consult with and support units that receive a complaint from a public health department.
  - B. When complaints are sent directly to a college department by a health department, the college department must:
    1. Make a good faith effort to find out what behaviors are occurring or occurred to trigger the complaint.
    2. Follow up with involved faculty, staff, students, volunteers, vendors and/or visitors to ensure that prohibited behavior stops.
    3. Issue a letter of response to the health department (see Letter of Response to an Allegation of Violation of the Ohio Smoke Free Workplace Law) within 30 days of the college receiving the complaint.
    4. Ensure that state law and college policy are being followed.
    5. Communicate to faculty, staff, students, vendors, volunteers and/or visitors the requirements of the college's tobacco free policy and state law.
    6. Work with the Facilities Department to ensure that signage is appropriately displayed on building entrances and exits.
  - C. When complaints are received by the Office of Human Resources, or other departments not the subject of the alleged violation, by a public health department:
    1. The Office of Human Resources or other receiving department must forward the complaint within five days to the head of the appropriate department for response.
    2. The department head must respond to the complaint as described in IV-B above.
- V. Compliance
  - A. All students, faculty, staff, vendors, volunteers, and visitors are expected to comply with this policy. Individuals are encouraged and empowered to respectfully inform others about the policy in an ongoing effort to support individuals to be tobacco free, improve individual health, and encourage a culture of compliance.
  - B. College leaders, managers, supervisors, and building supervisors are expected to support individuals becoming tobacco free and to promote compliance in their areas of responsibility and throughout the college.
  - C. Student Life staff have a special responsibility to promote compliance among students.
- VI. Approved exceptions

Listed below are exceptions to the Tobacco Free Policy. The Ohio Smoke Free Workplace Law remains in effect—any smoking in these areas must not cause smoke to enter into buildings. Allowing smoke to enter the

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building through entrances, windows, ventilation systems, or other means violates the Ohio Smoke Free Workplace Law.

- A. Smoking by a Native American as part of a traditional Native American spiritual or cultural ceremony is permitted and must be approved by the director of student life for students, or the director, human resources development for employees. A Native American is a person who is a member of an Indian tribe which is recognized as such by the state or Federal government (American Indian Religious Freedom Act).
- B. Teaching when integral to the content of the course.
- C. Theatrical productions in which representation of smoking is required by copyright.

### Responsibilities

Position or Office	Responsibilities
All persons	<ol style="list-style-type: none"> <li>1. Comply with this policy.</li> <li>2. Individuals are encouraged and empowered to inform others respectfully about the policy in an ongoing effort to support individuals to be tobacco free, improve individual health, and encourage a culture of compliance.</li> <li>3. Use cessation resources as desired.</li> </ol>
College leaders, managers, supervisors, and building supervisors	<ol style="list-style-type: none"> <li>1. Ensure compliance in their areas of responsibility and on the larger campus and extended campuses to support individuals becoming tobacco-free.</li> <li>2. Communicate policy expectations to college community.</li> <li>3. Hold individuals responsible for compliance with the policy.</li> <li>4. Communicate policy violations to leaders and managers in specific areas where problems occur.</li> <li>5. Forward complaints of violation of the Ohio Smoke Free Workplace Law to the appropriate department within five days.</li> <li>6. Address and respond to complaints of violation of the Ohio Smoke Free Workplace Law.</li> </ol>
Employing or volunteer sponsoring department	<ol style="list-style-type: none"> <li>1. Communicate policy expectations to individuals.</li> <li>2. Work with Facilities Department to ensure that signage is appropriately displayed on building entrances and exits.</li> <li>3. Provide information on tobacco cessation resources.</li> <li>4. Address policy violations with faculty, staff, and student employees.</li> <li>5. Forward complaints of violation of the Ohio Smoke Free Workplace Law to the appropriate department within five days.</li> <li>6. Respond to complaints from a health department about the Ohio Smoke Free Workplace Law.</li> </ol>
Facilities	<ol style="list-style-type: none"> <li>1. Communicate policy expectations to individuals.</li> <li>2. Install and maintain signage.</li> <li>3. Communicate policy violations to leaders and managers in specific areas where problems occur.</li> </ol>
Human Resources	<ol style="list-style-type: none"> <li>1. Communicate policy expectations to individuals.</li> <li>2. Consult with departments on this policy.</li> <li>3. Forward complaints of violation of the Ohio Smoke Free Workplace Law to the appropriate department within five days.</li> <li>4. Consult with and support departments that receive complaints of violation of the Ohio Smoke Free Workplace Law.</li> </ol>
Student Life	<ol style="list-style-type: none"> <li>1. Ensure compliance among students to support individuals becoming tobacco-free.</li> <li>2. Communicate policy expectations to individuals.</li> <li>3. Address policy violations with students in the non-employment setting.</li> <li>4. Offer tobacco cessation support to students.</li> </ol>
The Ohio State University Health Plan	<ul style="list-style-type: none"> <li>• Offer tobacco cessation support through the health plan.</li> </ul>

### Resources

- [Frequently Asked Questions](#)

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- [Letter of Response to an Allegation of Violation of the Ohio Smoke Free Workplace Law](#)
- [Talking with someone who is using tobacco on college property](#)
- American Indian Religious Freedom Act, <https://www.govinfo.gov/content/pkg/STATUTE-92/pdf/STATUTE-92-Pg469.pdf#page=1>
- Ohio Smoke Free Workplace Law, <http://codes.ohio.gov/orc/3794>
- Tobacco Cessation Support:
  - The Ohio State University Healthplan: <http://osuhealthplan.com/>
  - The Ohio State University Employee Assistance Program: <https://osuhealthplan.com/programs-and-services/eap>
  - Coshocton County Health Department: [www.coshoctoncounty.net/health/](http://www.coshoctoncounty.net/health/)
  - Knox County Health Department: [www.knoxhealth.com](http://www.knoxhealth.com)
  - Licking County Health Department: [www.lickingcohealth.org](http://www.lickingcohealth.org)
  - Ohio Department of Health: <https://www.odh.ohio.gov/>

### Contacts

Subject	Office	Telephone	E-mail/URL
Policy interpretation, consultation, corrective action	Human Resources	740-366-9367	<a href="https://go.cotc.edu/hr">https://go.cotc.edu/hr</a>
Signage and other facilities issues	Facilities	740-366-9363	<a href="https://go.cotc.edu/facilities">https://go.cotc.edu/facilities</a>
Students in the non employment setting	Student Life	740-366-9366	<a href="https://go.cotc.edu/osl">https://go.cotc.edu/osl</a>

### History

Issued: 04/01/2005  
 Revised: 01/01/2007  
 Reviewed: 03/01/2009  
 Revised: 08/01/2013—renamed “Tobacco Free”  
 Reviewed: 05/30/2014, 06/04/2015, 06/01/2016  
 Edited: 06/05/2017, links only  
 Edited: 06/07/2018 (new template)  
 Edited: 06/05/2019 (link)  
 Edited: 10/01/2020, 03/19/2021 (links)