



Policy Title	Smoke-free and Tobacco-free Policy
Issue Date	January 1, 2006
Effective Date	October 1, 2014
Last Updated	November 24, 2015
Responsible Office	Office of the President
Contact Information	<p><u>For Employees:</u> Office of Human Resources Phone: (470) 578-6030 Email: <a href="mailto:hr@kennesaw.edu">hr@kennesaw.edu</a></p> <p><u>For Students:</u> Division of Student Affairs Phone: (470) 578-6310 Email: <a href="mailto:deanofstudents@kennesaw.edu">deanofstudents@kennesaw.edu</a></p>

## 1. Policy Purpose Statement

The purpose of this policy is to create a smoke-free and tobacco-free environment at Kennesaw State University (KSU or the University); establish the KSU Smoke/Tobacco-Free Committee (the Committee); and designate responsibility to the Committee for developing, implementing, and overseeing this policy, procedures, best practices, and activities for the University.

## 2. Background

KSU is dedicated to maintaining a healthy working and learning environment for employees, students, and visitors. The former KSU Smoking Policy has been updated to align with the Board of Regents (BOR) of the University System of Georgia (USG) Tobacco and Smoke-Free Campus Policy, effective October 1, 2014. The BOR policy is consistent with the state of Georgia's Smoke Free Air Act of 2005, Title 31 Chapter 12A.

The BOR policy designates responsibility to the president of each institution to define any exceptions to the BOR policy. Further, the BOR policy designates overall enforcement and authority of the policy to the President of each institution; with the emphasis that enforcement is also a shared community responsibility that should involve all students, faculty and staff to help keep the campus tobacco-free.

### 3. Scope

This policy affects all KSU employees, students, visitors, and third parties.

### 4. Exclusions or Exceptions

There are no exclusions or exceptions to this policy.

### 5. Definitions and Acronyms

**Tobacco products:** cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

**University property:** all land and improvements owned, occupied, leased, or controlled by the University or the University System of Georgia. This includes, but is not limited to, buildings, offices, meeting rooms, residence halls (including private rooms), parking garages, parking lots, athletic fields, and stadium seating areas.

**Visitors and third parties:** contractors and subcontractor, spectators, and other individuals visiting, working, or attending activities and events on University property.

### 6. Policy

KSU prohibits the use of tobacco products on any University property. The use of tobacco products is prohibited in all vehicles—private or public—located on University property. Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on University property unless specifically stated and approved for research purposes.

The University president hereby establishes and designates responsibility to KSU Smoke/Tobacco-Free Committee (the Committee) for developing, implementing, and overseeing tobacco and smoke-free policy, procedures, best practices, and activities for the University. The University president designated the associate vice president for Operations as the Committee Chair, responsible for leading Committee activities and designating Committee members to ensure representation by faculty, staff, and students.

KSU procedures related to this policy are managed by the Committee and various departments with related procedures and functional responsibilities. In addition to the Office of Human Resources and the Office of the Vice President for Student Affairs (see Contact Information above), the departments listed below also have functional responsibilities and maintain procedures related to this policy. All procedures and contact information are maintained on the KSU Smoke/Tobacco Free website (see link provided below under Section 8, Associated Procedures).

Department of Student Conduct and Academic Integrity  
Division of Student Affairs  
Phone: (470) 578-3403  
Email: [scai@kennesaw.edu](mailto:scai@kennesaw.edu)

Center for Health Promotion and Wellness  
WellStar College of Health and Human  
Services Phone: (470) 578-6394  
Email: [wellctr@kennesaw.edu](mailto:wellctr@kennesaw.edu)

Center for Young Adult Addiction and  
Recovery Phone: (470) 578-2358  
Email: [recoverey@kennesaw.edu](mailto:recoverey@kennesaw.edu)

Department of Public Safety  
Phone: (470)-578-6206  
Email: [police@kennesaw.edu](mailto:police@kennesaw.edu)

Environmental Health and  
Safety Phone: (470) 578-3321  
Email: [ehs@kennesaw.edu](mailto:ehs@kennesaw.edu)

## 7. Associated Policies/Regulations

- a. [BOR Policy Manual 9.1.7. Tobacco and Smoke-Free Campus Policy](#)
- b. [Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A](#)
- c. [KSU Employee Handbook](#)
- d. [KSU Faculty Handbook](#)
- e. [KSU Student Code of Conduct](#)
- f. [KSU Study Abroad Faculty Handbook](#)
- g. [KSU WellStar School of Nursing Faculty Handbook](#)

## 8. Procedures Associated with this Policy

- a. [KSU Tobacco-free website, www.kennesaw.edu/smokefree](http://www.kennesaw.edu/smokefree) .
- b. [USG Tobacco-free website, www.usg.edu/tobaccofree](http://www.usg.edu/tobaccofree) .

## 9. Forms Associated with this Policy

None.

## 10. Violations

Violation of this policy may result in corrective action under the Student Code of Conduct or campus human resource policies. Visitors refusing to comply may be asked to leave campus.

## **11. Review Schedule**

This policy is reviewed annually by the Office of the Vice President for Operations or his/her designee, the Office of Human Resources, and the Office of the Vice President for Student Affairs.