

Title*	Tobacco Free KU		
Document Type*	<input checked="" type="checkbox"/> Policy	<input type="checkbox"/> Guideline	
	<input type="checkbox"/> Procedure	<input type="checkbox"/> Form	
<b>Purpose &amp; Applies To*</b>			
Purpose*	The University of Kansas, along with universities nation-wide, promotes a respectful, healthy, environmentally sustainable, and clean environment with by being tobacco-free. This policy sets forth the University’s restrictions on the use of tobacco products and electronic cigarettes proposed to be effective July 1, 2016.		
Applies To*	Faculty, staff, students and visitors of the Lawrence and Edwards campuses and all other university sites reporting to the Lawrence campus.		
Campus* (Please select if the policy will apply to the entire University, to a main campus and all reporting units, or to a specific campus or campuses. The selections in this section determine which logo(s) appear on the policy.)	<input type="checkbox"/> All University		
	<input checked="" type="checkbox"/> Lawrence campus & all reporting units	<input type="checkbox"/> KUMC campus & all reporting units	
	<input checked="" type="checkbox"/> Lawrence	<input type="checkbox"/> KU Medical Center	
	<input checked="" type="checkbox"/> Edwards	<input type="checkbox"/> Wichita	
	<input checked="" type="checkbox"/> Parsons	<input type="checkbox"/> Salina	
	<input checked="" type="checkbox"/> Juniper Gardens		
	<input checked="" type="checkbox"/> Yoder		
<input checked="" type="checkbox"/> Topeka			
<b>Policy Statement, Special Circumstances, &amp; Consequences</b>			
Policy Statement*	<p>Smoking, including the use of electronic cigarettes or any future product which simulates or approximates tobacco use or smoking, and tobacco use are not permitted on the Lawrence and Edwards’ campuses and all other university sites reporting to the Lawrence campus, Kansas and Burge Unions, Athletics, and the facilities of the KU Center for Research, Inc. (KUCR). Visitors to campus will be respectfully informed of the University policy and encouraged to support a tobacco free environment. Any exclusions to this prohibition are noted below.</p> <p>KU is strongly committed to supporting individuals to become tobacco free to encourage a respectful, healthier, and more productive learning/living environment for all members of our campus community. Studies, many conducted by our KU colleagues, have proven time and again that tobacco is a leading cause of death from many diseases, both for those who use tobacco products and those who are exposed to them on a second or third-hand basis.</p> <ul style="list-style-type: none"> <li>Tobacco cessation programs and support will be available to faculty, staff, and students as identified below.</li> <li>FDA-approved nicotine replacement therapy products for the purpose of cessation are permitted.</li> </ul> <p>The success of this policy depends upon the thoughtfulness, consideration and cooperation of tobacco users and non-tobacco users. Leaders and those to whom this policy applies share the responsibility for adhering to and enforcing the policy.</p> <ul style="list-style-type: none"> <li>Concerns about tobacco use should be respectfully addressed in the moment whenever feasible.</li> </ul>		

- Concerns, questions or comments regarding the University's Tobacco Free Policy should be referred to the Department of Human Resources. Depending upon the nature of the contact, Human Resources may redirect the inquiry to an appropriate person, department or organization.

The University will not advertise tobacco on University owned, operated, or leased property or at any University sponsored event or University owned or sponsored media.

Cessation Support:

- The University is committed to supporting all faculty, staff, and students who wish to stop using tobacco or nicotine products.
- Assistance for faculty and staff to overcome tobacco or nicotine use or addiction is available through the [State of Kansas Employee Health Plan's Tobacco Cessation Program](#) to those eligible for that program.
- Assistance for students to overcome tobacco or nicotine use or addiction is available through the [Watkins Student Health Center's KanUQuit program](#).
- Assistance to anyone who wants to quit tobacco use is available through the [KanQuit](#) program.

Communication:

- Leaders, managers and supervisors are responsible for leading by example and respectfully communicating the policy to faculty, staff, students, volunteers, vendors, and visitors.
- Faculty, staff, students, volunteers, and visitors who observe individuals using tobacco on University property are encouraged and empowered to respectfully explain that its use is prohibited by reminding those individuals about the policy in a respectful manner.

Signage:

- Installation and maintenance of signage are the responsibility of Facilities Services in consultation with the Department of Human Resources.
- Signage must be placed appropriately on entrances to and exits from buildings, including parking garages, and on university owned and leased vehicles.
- Areas that experience difficulties with tobacco use may request supplemental signage from Facilities Services.

Respect and Responsibility:

The success of this policy relies on the thoughtfulness, consideration, and cooperation of each individual. All members of the university community share the responsibility of adhering to and enforcing the policy and have the responsibility for bringing it to the attention of visitors. All students, faculty, staff, vendors, volunteers, and visitors are expected to cooperate with this policy. Individuals are encouraged and empowered to respectfully inform others about the policy in an ongoing effort to support a tobacco free environment, improve individual health, and encourage a culture of respectful cooperation.

	<ul style="list-style-type: none"> <li>• University leaders, managers and supervisors are expected to support individuals becoming tobacco free and to promote cooperation in their areas of responsibility and on the larger campus.</li> <li>• Student Affairs staff have a special responsibility to promote cooperation among students.</li> </ul> <p>Any complaints should be brought to the attention of the appropriate university authority. Violation of this policy will be addressed through existing employee and students disciplinary processes. If conflicts or problems should arise, environmental, safety, and health considerations will prevail. Should disciplinary action be considered, it would be based on the principle of progressive discipline which seeks resolution at the lowest level of correction and escalation to more formal steps for repeat or serious offenses.</p> <p>The University's disciplinary policies and processes to be utilized include the following as applicable:</p> <p>Faculty Code of Rights, Responsibilities, and Conduct:  <a href="http://policy.ku.edu/provost/faculty-code-of-rights">http://policy.ku.edu/provost/faculty-code-of-rights</a></p> <p>Handbook for Faculty and Other Unclassified Staff, Section II, D and E:  <a href="http://policy.ku.edu/provost/faculty-and-unclassified-staff-handbook">http://policy.ku.edu/provost/faculty-and-unclassified-staff-handbook</a></p> <p>Disciplinary Actions for Staff:  <a href="http://humanresources.ku.edu/disciplinary-actions">http://humanresources.ku.edu/disciplinary-actions</a></p> <p>Code of Student Rights and Responsibilities:  <a href="http://policy.ku.edu/code-student-rights-and-responsibilities-student-code">http://policy.ku.edu/code-student-rights-and-responsibilities-student-code</a></p> <p>Policy Assessment:</p> <p>As part of the University of Kansas's mission to facilitate innovation, creative activity, discovery, and the application and dissemination of knowledge in an effort to promote well-being, the University will engage in an on-going formative evaluation of the policy and its: (a) reception by constituents, (b) impact on the campus and community, and (c) efficacy in reducing tobacco use. Formal formative evaluation will be conducted every two years; results will be disseminated in publicly accessible policy progress reports.</p>
<p>Exclusions or Special Circumstances</p>	<p>The time period from July 1, 2016 to May 31, 2017 will be a transition period during which education and engagement will be emphasized, rather than enforcement.</p> <p>Exempted is the traditional or sacred use of tobacco. KU will continue to be a "tobacco honoring" campus for Native American spiritual and cultural ceremonies, when requests are made and approved in advance by the Office of the Vice Provost for Student Affairs. This Tobacco Free Policy will in no way prohibit the use of traditional/ceremonial/sacred use of tobacco or infringe in any manner on any off-campus tobacco cultivation or harvesting for spiritual and ceremonial use.</p> <p>The policy will not be applicable to tobacco use in personal vehicles.</p> <p>All facilities operated by Student Housing are smoke free and governed by rules established by Student Housing.</p>

	<p>Visitors to campus events will be reminded of the policy in public announcements at events and by members of the campus community as appropriate; however enforcement does not apply to them.</p> <p>The University policy does not apply to properties leased by the University where offices occupy a portion of a building not owned by the University.</p> <p>The University policy applies to all properties that the University of Kansas leases from The Kansas University Endowment Association.</p> <p>Persons who violate the provisions of K.S.A. 21-4009 through 21-4014 may be guilty of a cigarette or tobacco infraction punishable by fines ranging from \$100.00 to \$500.00.</p> <p>The University will not discharge, refuse to hire or retaliate against an employee, applicant or customer for reporting or attempting to prosecute a violation of these state statutes.</p>
Consequences	Failure to comply with University policy may be grounds for disciplinary action.
<b>Contacts &amp; Dates</b>	
Policy Owner*	Human Resources
Contact*	Department of Human Resources 103 Carruth-O'Leary Hall 1246 W. Campus Road Lawrence, KS 66045 785-864-4946 hrdept@ku.edu
Approved by*	Provost and Executive Vice Chancellor
Approval Date* (MM-DD-YYYY)	TBD
Effective Date* (MM-DD-YYYY)	TBD
Review Cycle*	<input type="checkbox"/> Semi-annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Biennial
<b>Background and Related Documents</b>	
Background	
Related Policies	<a href="#">Tobacco Products, Policy on Sale of (All-University)</a>
Related Procedures	
Related Forms	
Related Other	Kansas Statutes Annotated (KSA) 21-6109 et seq.
<b>Definitions, Keywords, History</b>	
Definitions	<p>Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (including clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, tobacco pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco (e.g. snuff, snus). It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine. However, it does not include Drugs, Devices, or Combination Products approved for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug and Cosmetic Act, used for the purpose of cessation.</p> <p>Tobacco use includes smoking, chewing tobacco, or using tobacco products such as snuff, e-cigarettes or any future product which simulates or approximates tobacco use or smoking,</p> <p>“Electronic smoking device” means any electronic product that delivers nicotine or other substances to the person inhaling from the device, including,</p>

	<p>but not limited to an electronic cigarette, e-cigar, e-pipe, vape pen or e-hookah. Electronic smoking device includes any component, part, or accessory of such a product, whether or not sold separately. Electronic smoking device does not include Drugs, Devices, or Combination Products approved for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug and Cosmetic Act.</p> <p>“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device.</p>
Keywords*	Smoking, tobacco use, chewing tobacco, snuff, tobacco products, electronic, cigarette
Review, Approval & Change History of <b>Current</b> Smoking Policy: <a href="http://policy.ku.edu/provost/smoking-policy">http://policy.ku.edu/provost/smoking-policy</a>	Implemented July 1, 1993; updated September 28, 2000, July 5, 2002, and May 8, 2008; revised to reflect a change in state law effective July 1, 2010, and approved by Provost and Executive Vice Chancellor Jeffrey S. Vitter on September 7, 2010; updated October 3, 2012, to reflect changes in contact information; updated May 24, 2013 to add language prohibiting smoking within Memorial Stadium; updated February 2014 to include electronic cigarettes.
<b>Category</b>	
Categories	Operational; Personnel: Affiliates/Volunteers; Personnel: Faculty, Academic Staff; Personnel: Staff; Personnel: Student Employees
Sub-categories	Facilities; Workplace Rules & Guidelines