

**ROCKY MOUNTAIN COLLEGE  
ADMINISTRATIVE POLICY**

**SECTION: Human Resources**

**SUBJECT: Tobacco-Free Campus**

**2016**

**EFFECTIVE JULY 1, 2016**

**NUMBER: A-001-01-0013**

**Replaces previous smoking policy**

**Date: April 27, 2016**

**Reviewed and approved: April 27,**

**PURPOSE**

The Surgeon General has determined tobacco use and secondhand smoke causes significant health hazards and preventable disease. As noted by the 2009 Montana legislature (Montana Code 50-40-102) the “right to breathe smoke-free air has priority over the desire to smoke.” Rocky Mountain College is committed to providing a safe and healthy environment free from tobacco use for its students, employees, and visitors.

A tobacco-free campus:

1. To provide a healthy and safe environment free from tobacco;
2. Protects people from exposure to secondhand smoke;
3. Eliminates litter/waste associated with tobacco use;
4. Creates an environment more conducive in quitting tobacco for current users.

Rocky Mountain College is committed to supporting students and employees who wish to stop using tobacco. Students and employees wanting to quit can access the Montana Quit Line at 1.800.QUIT.NOW (1.800.784.8669). Cessation quit kits may also be provided through Tobacco Free RMC.

**POLICY**

The use, sale, or distribution of tobacco products is prohibited on all properties owned, operated, or leased by Rocky Mountain College.

- A. **Definition of tobacco:** Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), cigars and cigarillos, hookah-smoked products, oral tobacco (spit and spitless, smokeless, chew, snuff), electronic cigarettes and vaporizers. Additionally, any nicotine delivery device that has not been approved by the FDA for cessation is included in this policy.
- B. **Usage:** The usage of tobacco by students, employees, visitors, guests, and contractors is prohibited on all properties owned, operated, or leased by Rocky Mountain College.
- C. **Defined tobacco-free environments:** Tobacco is prohibited on all property owned, operated, or leased by Rocky Mountain College, including:
  1. all interior space on the Rocky Mountain College campus and property leased by Rocky Mountain College;
  2. all outside property or grounds at Rocky Mountain College, including but not limited to areas such as walkways, parking lots, and patios;
  3. all outside property leased by Rocky Mountain College;
  4. all vehicles owned or leased by Rocky Mountain College;
  5. all indoor and outdoor athletic facilities.
- D. **Sale, distribution and advertising of tobacco products:**
  1. The sale of tobacco products and tobacco-related merchandise (including logo-containing items) is prohibited, regardless of the vendor.

2. The distribution or sampling of tobacco products is prohibited on all property owned, operated, or leased by Rocky Mountain College, regardless of the vendor.
3. All tobacco industry promotions, advertising, marketing, and distribution are prohibited on all property owned, operated, or leased by Rocky Mountain College, regardless of the vendor; excluding advertising in 3<sup>rd</sup> party vendor publications i.e. – advertisements in magazines subscribed to by Rocky Mountain College, commercials played through televisions in lobbies, etc.

**E. Tobacco industry sponsorship:**

1. The sponsorship of athletic events, programs, athletes, campus groups, student organizations, events, departments and individuals by the tobacco industry and related companies is prohibited.
2. No college publication shall accept any form of advertising of tobacco products.
3. The college will not accept any direct or indirect funding from tobacco companies.

**F. Littering:** The littering on campus owned, operated or leased property with tobacco products is prohibited.

**G. Public events:** Rocky Mountain College offers a wide range of public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events on campus owned and leased properties.

1. All organizers and participants of these events are required to abide by Rocky Mountain College's tobacco-free policy.
2. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

**H. Exceptions:** The following activities may be conducted as exceptions to the policy subject to advance approval as indicated.

1. Specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a allow for the use of ceremonial tobacco.
2. Specific activities used in connection with the practice of recognized religious organizations allow for the use of ceremonial tobacco.
3. All religious and ceremonial use exceptions must be approved in advance by the Vice President for Student Life or designee.

**I. Cessation opportunities:**

1. Students who wish to quit tobacco use can utilize Student Health Services to discuss options.
2. Both students and employees can also access the Montana Quit Line at 1.800.QUIT.NOW (1.800.784.8669).

**J. Compliance:**

1. Based upon Rocky Mountain College's commitment to providing a clean and healthy environment free from tobacco, a cooperative effort and compliance is expected by all students, employees, visitors, guests, and contractors. Good will and shared responsibility will be the keynotes of successful policy implementation. This policy is in effect at all times.
2. If repeated contacts with individuals who choose to be non-compliant with this policy are not successful, individuals may file a report with the Vice President for Student Life or Human Resources.
  - i. Information related to student non-compliance should be reported to the Vice President for Student Life, and, as a result, may mean disciplinary action through the Student Code of Conduct process.
  - ii. Information regarding persistent non-compliance by employees should be reported to Human Resources, and may result in disciplinary action implemented by the immediate supervisor as well as the utilization of progressive discipline through Human Resources.
  - iii. Refusal to comply with this policy by visitors, guests, and contractors may be grounds for removal from campus. If such situations arise, the Office of Campus Safety should be notified.

**A. Contacts:**

- a. Vice President for Student Life – 406.657.1000
- b. Human Resources – 406.657.1043
- c. Office of Campus Safety – 406.238.7293

**APPROVAL**

Approved: Signature on File      Date: 04/27/16  
                  President

Approved: Signature on File      Date: 4/27/16  
                  Chair, Board of Trustees