

## Policy on Smoking

### **I. Policy Statement**

At The University of Scranton, smoking is prohibited inside all buildings and indoor public areas, including but not limited to classrooms, private offices, and residence halls. Smoking is also prohibited in residential building courtyards, parking garages, and athletics facilities as well as in University vehicles. Smoking is not allowed within 25 feet of any University building, unless otherwise specified by individual building policies, and in areas outlined in Section IX below.

### **II. Reason for Policy**

In the light of increased evidence regarding the dangers of passive smoking, The University of Scranton intends through this policy to create safeguards to limit smoking's impact on the health and safety for all members of the University community and our guests. The University intends that a person should not ordinarily be exposed to the harmful effects of passive smoking except by personal choice. The policy supports requirements attained under LEED building certifications.

### **III. Entities Affected By This Policy**

This policy applies to all University students, faculty, staff and visitors, as well as any person conducting business, including vendors and contractors, while on The University of Scranton properties.

### **IV. Website Address for this Policy**

This policy will be included in the University's Staff and Administrator Handbook, Student Handbook and residential living policies, and the University's governance website, [www.scranton.edu/governance](http://www.scranton.edu/governance) .

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<sup>1</sup> This policy updates and supersedes smoking policy language previously described separately through the University's Staff and Administrator Handbook and Student Handbook. The policy has been developed through a subcommittee of the University Governance Council, with representation from all three representative senates, and members of offices and departments with responsibilities related to this policy.

## **V. Related Documents, Forms, and Tools**

In addition to this institutional policy, other policies outline smoking and smoking-related prohibitions and guidelines.

All students are held accountable to the policies contained within the Student Handbook. Residential students and their guests are held accountable for the smoking-related provisions in residence hall and student housing guidelines and policies.

Members of the University community and guests should also be aware of smoking prohibitions that may be described in individual building or event policies.

## **VI. Contacts**

For Policy Clarification and Interpretation, contact the Office of Human Resources, (570) 941-7767.

For concerns or questions about student violations to this policy, contact the Office of Student Conduct, (570) 941-7680.

For concerns or questions about faculty, staff, or guest violations to this policy, Contact the Office of Human Resources, (570) 941-7767.

## **VII. Definitions**

For the purpose of this policy:

“Smoking” or “to smoke” is defined as the act of lighting, combusting, puffing, having in one’s possession, holding, or carrying a lighted, smoldering, or otherwise in use tobacco product, including through the use of smoking equipment of any kind, including a pipe, cigarette papers or tubes, vape pen, “Juul,” hookah, e-cigarettes or any other electronic smoking device.

“Electronic Smoking Device” is defined as any electronic product containing or delivering nicotine or any other substance.

Indoor public areas include corridors, lounges, stairwells, waiting rooms, rest rooms, classrooms, elevators, lobbies and meeting rooms.

## **VIII. Responsibilities**

Compliance with and enforcement of this policy is the responsibility of all members of the University community. The provisions of this policy apply to the use of University facilities for special events including those conducted by groups not affiliated with the University. For specific procedures, see section IX.

## **IX. Procedures**

Enforcement:

Anyone who observes a violation of this policy should address the behavior directly. If the person is uncomfortable addressing the behavior, concerns about violations should be submitted to the following offices:

- Concerns about student violations should be reported to the Office of Student Conduct. If these violations occur within a residence hall, concerns should be reported through the process outlined in in Residence Hall policy.
- Concerns about faculty and staff violations should be reported to the Office of Human Resources to be handled through their respective processes.
- Concerns about University guests, including contractors, should be likewise directed to the Office of Human Resources.

No person who makes a complaint of a violation of this policy or shares information concerning a violation of this policy shall be retaliated against in any manner.

No tobacco products are available for purchase on campus.

Campus Spaces: To support a safe and healthy learning, working, and living environment:

- Smoking is prohibited inside all buildings and indoor public areas, including but not limited to classrooms, private offices and residence halls.
- Smoking is also prohibited in residential courtyards, parking garages, athletics facilities, as well as in University vehicles.
- Smoking is not allowed within 25 feet of an entrance or exit from any University building, unless otherwise specified by individual building policies.
- Smoking is prohibited near doorways, windows and near ventilation areas.
- Smokers and users of tobacco must dispose of smoking remains in appropriate receptacles.

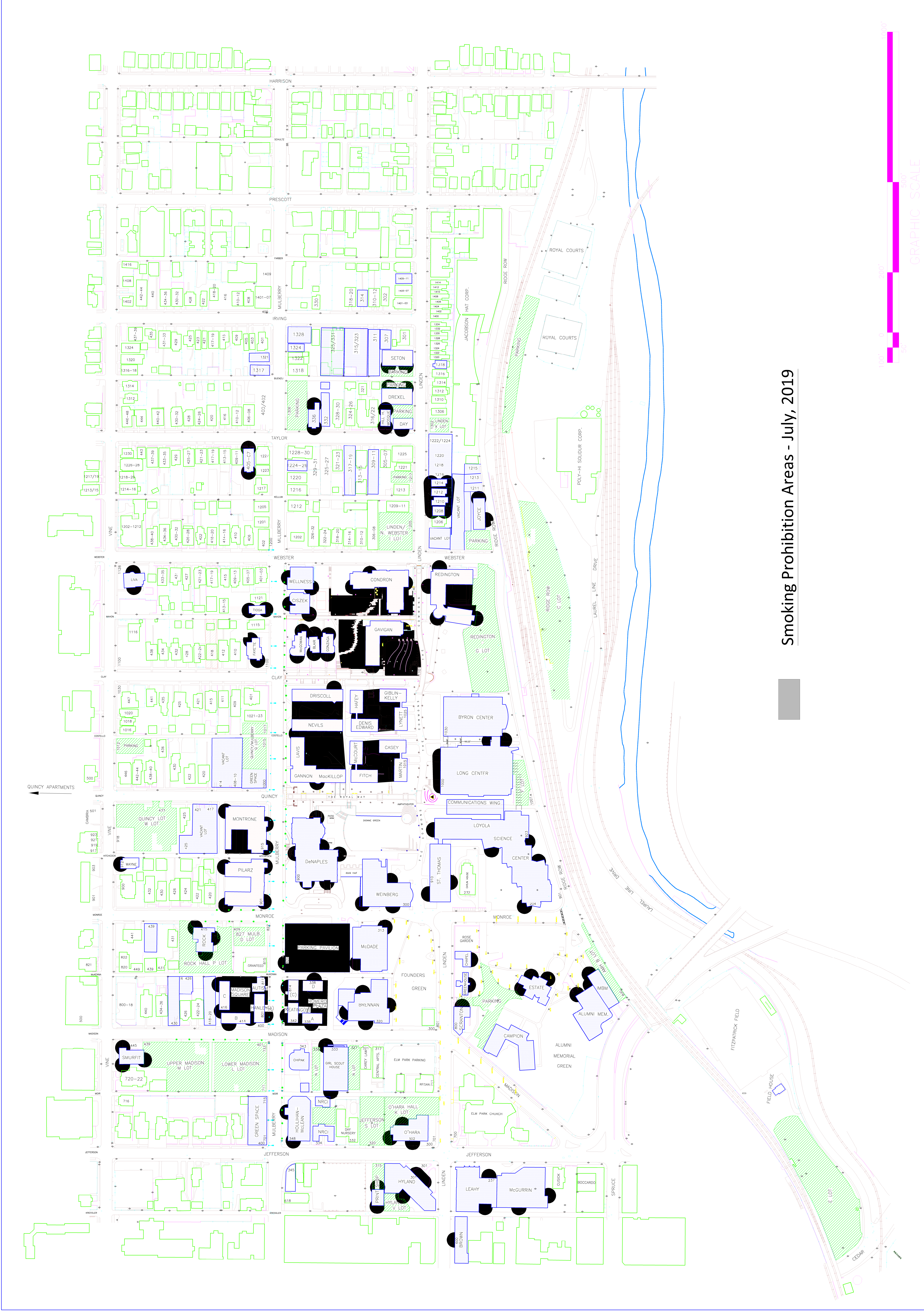
Smoking Cessation Assistance:

The Center of Health Education and Wellness is prepared to assist faculty, staff and students in any smoking-cessation efforts.

## **X. Appendix**

The attached “Smoking Radius Map” illustrates where smoking is not permitted on campus per this policy.





Smoking Prohibition Areas - July, 2019

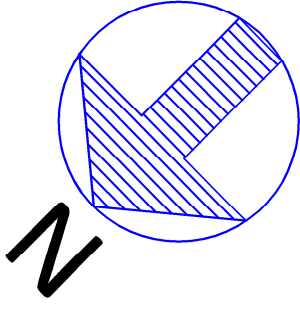


THE UNIVERSITY OF  
**SCRANTON**  
 A JESUIT UNIVERSITY

The University of Scranton  
 Facilities Operations Department  
 Scranton, PA 18510  
 570.941.6267

Campus Map - July, 2019  
 University Academic Facility  
 University Dormitory Facility  
 University Parking  
 University Property

Drawn: Kranick  
 Date: 8 November, 2016  
 Scale: use graphic scale  
 Dwg. Name: VP1  
 Facilities Operations Department  
 941-6267



GRAPHIC SCALE