

**UNIVERSITY of NORTH DAKOTA
POLICY LIBRARY**

TOBACCO-FREE CAMPUS

Policy: Tobacco-Free Campus
Responsible Executive: VP for Student Affairs
Responsible Office: Health & Wellness
Issued: October 4, 2007
Latest Review / Revision: September 8, 2015



POLICY STATEMENT

University of North Dakota (UND) is a tobacco-free campus. The use of tobacco is prohibited within university buildings, parking structures, walkways, arenas, in university or state fleet vehicles, and on university-owned and controlled property.

REASON FOR POLICY

UND is concerned with the health and well-being of all individuals, including students, staff, faculty, and visitors. Moreover, UND is required to comply with North Dakota Century Code (NDCC) sections 23-12-09 through 23-12-11, State Board of Higher Education (SBHE) policy 917, and Grand Forks Municipal Code of Ordinances Article 11, 13-1101 through 13-1106.

SCOPE OF POLICY

This policy applies to:

- | | |
|---------------------------------------|----------------------------------|
| ✓ President | ✓ Faculty |
| ✓ Vice Presidents | ✓ Staff |
| ✓ Deans, Directors & Department Heads | ✓ Students |
| ✓ Area Managers & Supervisors | ✓ Others: <u>Visitors/Guests</u> |

WEB SITE REFERENCES

This policy:
Policy Office: <http://UND.edu/finance-operations/policy-office>
Vice President for Student Affairs: <http://UND.edu/student-affairs/division/index.cfm>

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RELATED INFORMATION

Code of Student Life Section 2 – Conduct Regulations and Procedures	http://UND.edu/student-affairs/code-of-student-life/section-2.cfm
Faculty Handbook	http://UND.edu/university-senate/faculty-handbook/
Grand Forks City Code – Chapter 13, Article 11: Smoking in Public Places and Places of Employment	https://www.municode.com/library/nd/grand_forks/codes/code_of_ordinances?nodeId=PTICICO_CHXIIIHESA_ART11SMPUPLPLEM
NDCC § 23-12-09 through 23-12-11 – Smoking in public places and places of employment	www.legis.nd.gov/cencode/t23c12.pdf
NDUS Human Resource Policy Manual Chapter 25 – Job Discipline/Dismissal	http://ndus.edu/makers/procedures/hr/?SID=44&PID=246&re=d
North Dakota State Fleet Services Policy Manual – General Regulations for Operators	http://www.dot.nd.gov/divisions/fleet/statefleet/FSmanual_tag.pdf
SBHE Policy 917 – Smoke-Free Facilities	http://www.ndus.nodak.edu/makers/procedures/sbhe/default.asp?PID=17&SID=10
Tobacco-Free UND Website	http://UND.edu/health-wellness/healthy-und/tobacco-free-und/
UND Annual Security and Fire Safety Report – Smoking: Sage, Sweetgrass, and Cedar Usage	http://UND.edu/annual-security-report

CONTACTS

Specific questions should be directed to the following:

Subject	Contact	Telephone	Department/Office E-Mail / Web Address
Policy Clarification	Health & Wellness Hub	(701) 777-2097	http://UND.edu/health-wellness/hub/index.cfm
How to Reprimand Non-Compliant Faculty	Directors Department Heads Department Chairs Deans Vice President for Academic Affairs/Provost	Contact the individual directly	http://und.edu/
How to Reprimand Non-Compliant Staff	Immediate Supervisors Human Resources	Contact the individual directly (701) 777-4361	UND.humanresources@UND.edu http://UND.edu/finance-operations/human-resources-payroll/

How to Reprimand Non-Compliant Students	Dean of Students	(701) 777-2664	http://UND.edu/student-affairs/dean-of-students/
How to Reprimand Non-Compliant Students in Housing	Resident Assistants Hall Directors Resident Managers	Contact the individual directly	
	Housing	(701) 777-4251	housing@UND.edu http://UND.edu/student-life/housing/contact.cfm
Quit Tobacco Resources For Benefited Employees and Dependents	NDPERS Tobacco Cessation Program Sanford Health Plan	(877) 737-7730	http://www.nd.gov/ndpers/insurance-plans/docs/sanford-health/tobacco-cessation.pdf
Quit Tobacco Resources For Campus Community	Health & Wellness Hub	(701) 777-2097	http://und.edu/health-wellness/hub/index.cfm
	North Dakota QUILTS	(800) QUIT-NOW	http://www.ndhealth.gov/ndquits/
Quit Tobacco Resources For Students	Student Health Services	(701) 777-4500	http://UND.edu/health-wellness/student-health/
Report Air Quality Concerns / Policy Violations	Office of Safety	(701) 777-3341	UND.safety@email.und.edu http://UND.edu/finance-operations/office-of-safety/tobacco-policy-violation.cfm

DEFINITIONS

Cedar	A plant with green flat-shaped needles used for the purposes of purification and prayer.
Electronic Cigarette (e-cigarette)	Any electronic oral device or system, such as one composed of a heating element and battery or electronic circuit, or both, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. This includes any device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, and e-pipe or under any other product, name, or descriptor.
NDCC	North Dakota Century Code
Sage	A light gray-green plant native to North Dakota used for the purposes of purification and prayer.
SBHE	State Board of Higher Education
Sweetgrass	A distinctive long grass with a sweet odor, commonly used in the form of a braided rope, used for the purposes of purification and prayer.
Tobacco Product	Any product that contains tobacco, is derived from tobacco or contains nicotine or other similar substances that is intended for human consumption, or is likely to be consumed, whether smoked, heated, inhaled, chewed, absorbed, dissolved, or ingested by any other means. This includes e-cigarettes and other electronic smoking devices, pipes, and rolling papers, but does not include any product approved by the United States Food and

	Drug Administration for legal sale as a tobacco cessation product and is being marketed and sold solely for the approved purpose.
Tobacco Use	The use of any lighted or oral tobacco product, including e-cigarettes and all other forms of electronic nicotine delivery systems.
UND Property	All University buildings, parking structures, walkways, arenas, university or state fleet vehicles, and all other property owned and controlled by the University of North Dakota. It does not include city streets and adjacent sidewalks, such as University Avenue. It does not include private property.

PRINCIPLES

OVERVIEW – UND is a tobacco-free campus. The use of tobacco is prohibited within university buildings, parking structures, walkways, arenas, in university or state fleet vehicles, and on all university-owned and controlled property. This policy applies to all faculty, staff, students, contractors, vendors, and visitors.

In support of a healthy working and learning environment, UND desires to reduce second-hand smoke exposure for its students, faculty, staff and guests; encourage all individuals to be tobacco-free; establish a campus culture of wellness; reduce health insurance and health care costs; and promote a tobacco-free future.

The 2006 U.S. Surgeon General’s Report states that there is no safe level of exposure to secondhand smoke. Breathing secondhand smoke even for a short time can be harmful and set processes in motion such as cancer, heart disease, and respiratory conditions.

Smoking harms nearly every organ of the body and diminishes a person’s overall health. Cigarette smoking and exposure to tobacco smoke cause more than 440,000 premature deaths each year in the United States. Of these premature deaths, about 40 percent are from cancer, 35 percent are from heart disease and stroke, and 25 percent are from lung disease. Smoking is the leading cause of premature, preventable death in this country and in North Dakota.

The Surgeon General has determined that use of oral snuff can lead to oral cancer, gum disease, and nicotine addiction.

PROCEDURES

Policy Distribution and Notification

Faculty and staff receive notification of the policy through the annual notification of policies distributed by Human Resources. It is the responsibility of each employee to read and comply with the policy information as presented. Students who attend new student orientation and employees who attend new employee orientation also receive information about policy. Administrators, deans, directors, department chairs, and supervisors are encouraged to discuss the policy and its requirements with faculty, staff, and students within their areas of responsibility.

Signs identifying UND as a tobacco-free campus can be found throughout university property. Furthermore, in compliance with NDCC subsection 23-12-10.4, UND has placed signs at the entrance to campus buildings identifying UND as a tobacco-free campus.

Smoking and tobacco use are acceptable on public property. Signs and receptacles have been placed on public property to help identify these locations.

Use of Sage, Sweetgrass and Cedar

Spiritual use of plants such as sage, sweetgrass, cedar, or other herbs in accordance with their well-established manner of use within the American Indian/Alaska Native ceremonial traditions for the purpose of purification and prayer, is permitted in UND residence hall rooms and University apartments. Those using sage, sweetgrass, or cedar must abide by the University Housing regulations concerning safety.

A student wishing to use sage, sweetgrass, or cedar smoke for spiritual purposes in the UND residence halls or apartments must exercise extreme care to ensure the safety of other students and of the University structure and furnishings, and exercise positive prevention to diminish the impact of smoke, such as that generated from the burning of sage, sweetgrass, and cedar.

Students who use sage, sweetgrass or cedar smoke are asked to work with the director for their area and to follow the guidelines of the non-smoking policy. Recognizing that University Housing is a tobacco-free environment, this policy recognizes and respects the rights of students to use these sacred plants, but also recognizes and respects the rights of other students to smoke-free air.

Compliance

Compliance with this policy is the shared responsibility and the right of all UND staff, students, and faculty members. The success of this policy will depend upon the courtesy, respect, and cooperation of users and non-users of tobacco products.

Individuals uncomfortable with addressing policy violators in person may make anonymous reports of tobacco policy violations through the Office of Safety website or by calling the Office of Safety. The Office of Safety will conduct an air quality check and follow-up on the reported violation as necessary.

Individuals may report student policy violators who live in residence halls, University Place, or university apartments to resident assistants, hall directors, resident managers or the Housing Office. Students who repeatedly violate policy may be reported to the Dean of Students Office. Students who do not comply with the policy are subject to disciplinary actions identified in the *Code of Student Life*.

Individuals may report faculty policy violators to the faculty member's director, department head, department chairperson, or dean. Faculty who repeatedly violate policy may be reported to the vice president for academic affairs/provost. Faculty who do not comply with this policy are subject to disciplinary actions identified in the Faculty Handbook.

Individuals may report staff policy violators to the staff member's immediate supervisor. Staff who repeatedly violate policy may be reported to Human Resources. Staff who do not comply with this policy are subject to disciplinary actions identified in the NDUS Human Resource Policy Manual.

Quit Tobacco Resources

Tobacco prevention and cessation information is available through UND Health & Wellness Hub, Student Health Services, Work Well, and the Grand Forks Public Health Department. Quit tobacco resources for the UND campus community includes NDQUITS for employees and students, NDPERS Tobacco Cessation Program for benefitted employees and dependents, and Student Health Services for students.

RESPONSIBILITIES

Dean of Students Office	▪ Reprimand students who repeatedly violate policy and refuse to comply.
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Supervisors, Directors, Department Chairs/Heads and Deans	<ul style="list-style-type: none"> ▪ Reprimand staff and faculty who repeatedly violate policy and refuse to comply.
Health & Wellness Hub	<ul style="list-style-type: none"> ▪ Provide information regarding tobacco prevention and cessation programs. ▪ Provide policy clarification when requested.
Human Resources and Payroll Services	<ul style="list-style-type: none"> ▪ Respond to questions about non-compliant staff and assist supervisors when reprimand is appropriate.
Housing	<ul style="list-style-type: none"> ▪ Reprimand students who violate policy in residence halls, University Place and university apartments. ▪ Refer students to Dean of Students Office for repeat violations.
Student Health Services	<ul style="list-style-type: none"> ▪ Provide information regarding tobacco prevention and cessation programs.
Students, Faculty, Staff and Visitors	<ul style="list-style-type: none"> ▪ Adhere to the policy and refrain from using tobacco products on university property.
Office of Safety	<ul style="list-style-type: none"> ▪ Work with appropriate entities to investigate air quality issues and respond to policy violations as necessary.
Work Well	<ul style="list-style-type: none"> ▪ Provide information regarding tobacco prevention and cessation programs.

FORMS

There are no forms associated with this policy.

APPENDICES

There are no appendices associated with this policy.

REVISION RECORD

10/04/2007 – Policy Implementation	
09/08/2015 – Policy Revision	<ul style="list-style-type: none"> ▪ Put document into policy format ▪ Added to Definitions: tobacco product and electronic cigarette; revised: tobacco use ▪ Updated website links throughout document ▪ Updated information in Contacts ▪ Revised information in Procedures: Compliance for increased clarity ▪ Replaced information in Procedures: Use of Sage, Sweetgrass and Cedar to coincide with content in the Annual Security and Fire Safety Report