

MAINE MARITIME ACADEMY

HEALTH AND SAFETY Section 611

SUBJECT: SMOKE AND TOBACCO-FREE CAMPUS

PURPOSE: To establish rules and guidance for smoking and other use of tobacco on and near Academy Property

A. Purpose

The purpose of this policy is to promote and protect the health and wellbeing of Maine Maritime Academy students, employees and visitors, and to create a healthier and cleaner campus environment. This policy intends to protect all persons on campus from the known hazards of tobacco smoke, tobacco products and their residue, exposure to second-hand smoke, and to ensure a safe and clean working, teaching and learning environment.

B. Application and Notice

This policy applies to all students, faculty, staff, alumni, visitors, contractors, and conference guests. Organizers of, and attendees at, events such conferences, meetings, lectures, and other social, cultural and athletic events using college owned, leased and affiliated property are required to covered by this policy. When conducting meetings or other events on campus, the host of the event shall communicate this policy to all of their employees and attendees.

C. Policy Statement

Smoking and the use of all tobacco products are prohibited on campus grounds, on Academy vessels and at school-sponsored events.

D. Definitions

For purposes of this policy, the following terms have the following meanings:

1. "Smoking" means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe or joint, 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 for the purpose of circumventing the prohibition of smoking in this policy.
2. "Tobacco" means any tobacco-derived or containing product including, but not limited to, cigarettes, cigars, little cigars, cigarillos, bidis, kreteks; all smokeless and dissolvable tobacco products including, but not limited to, dip, spit/spit-less, chew, snuff, snus and nasal tobacco; and any product that mimics tobacco or contains tobacco flavoring or delivers nicotine including, but not limited to, electronic nicotine delivery systems, e-cigarettes, e-cigars, e-hookahs, vape pens or any other product not specifically approved

by the US Food and Drug Administration (FDA) for the purpose of cessation or nicotine replacement therapy.

3. "Campus Grounds" means all grounds, buildings, athletic facilities (indoor and outdoor), vehicles, ships and boats (ashore and afloat) owned, leased or occupied by the Academy. For examples, this includes all indoor and outdoor areas and properties, including all common and private work areas, elevators, hallways, restrooms, cafeterias or dining areas, employee lounges, conference and meeting rooms. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, courtyards, patios, verandas, entrance ways and exit ways, exterior open spaces, covered walkways, breezeways, walkways between sections of buildings, exterior stairways and landings, recreational areas, Academy-owned or managed parking lots, driveways, loading docks, moored floats, Academy-owned streets and sidewalks within all Academy campuses. This also includes personal vehicles on campus grounds.

For the purpose of this policy, "Campus Grounds" may also include those sidewalks, roads and parks owned or maintained by the Town of Castine for any that the Town may delegate the authority to enforce this policy upon the Academy's students, employees and visitors. Such Town properties may include Pleasant, Battle, Tarrantine, Court, Stevens, Main and Water Streets where they abut Academy property, as well as Fort George.

4. "Contractor" is defined as any vendor, person or entity contracted to do work on campus grounds or vessels.

E. Implementation

The successful implementation of this policy depends on the cooperation of the entire campus community. Anyone who observes a violation may courteously and in a non-confrontational manner inform the individual of this policy. Academy administrators, deans, directors and event sponsors should communicate this policy within their areas of responsibility, and include a summary of this policy in training manuals and handbooks.

Appropriate signage will be posted on campus at main entrances, throughout facilities, and in other visible locations, on the Academy website, and elsewhere to inform the campus community and visitors. This policy shall be communicated to prospective and enrolling students, and to new employees via appropriate college publications, including but not limited to college generated admissions materials, college catalogs, employment advertisements and new student and new employee orientations. Event planners and offices hiring contractors shall include information about this policy in RFPs, contracts and materials distributed to persons who will use Academy facilities.

F. Enforcement

It is the shared responsibility of the entire campus community to ensure successful implementation and enforcement of this policy. Compliance is expected from all Academy students, employees, visitors, contractors and conference guests. Members of the campus community who see

individuals using tobacco products on campus are asked to politely inform these individuals that Academy policy prohibits smoking and the use of tobacco products anywhere on campus grounds. Communication should be polite, brief, educational and non-confrontational. Non-compliance should be brought to the attention of the appropriate supervisor (for employees), or responsible administrator (Student Life for students). Violations of this policy will be handled through the established disciplinary procedures for employees and the Student Code of Conduct and Responsibilities for students, with the following compliance incentives applying:

1. Students

- a. First Offense: Inform and remind student of policy, document offense with Director of Residential Life and Student Activities. Provide student with information about cessation opportunities.
- b. Second Offense: Administrative Hearing and educational meeting with Director of Residential Life and Student Activities or Deputy Commandant. Document the offense, provide a warning and information about cessation opportunities.
- c. Third Offense: Judicial Action through a Conduct Panel, to include sanctions such as a fine (that goes to cessation programs and education), community service, demerits, and/or other sanctions listed in the Student Honor Code of Conduct and Responsibilities.
- d. Further Offense(s): Judicial Action through the Honor Board with sanction(s).

2. Employees

- a. First Offense: Supervisor informs or reminds the employee of this policy (if Supervisor is not the person who observed the violation, the violation should be reported to the Supervisor for reminder of policy and documentation of offense), and provides the employee with information about cessation opportunities.
- b. Second Offense: Same as *E.2.a.* above, and notice is provided to Academy Human Resources.
- c. Third Offense: Same as *E.2.b.* above, and begin Progressive Discipline (such as oral warning, written warning, suspension and discharge) with Human Resources per the collective bargaining process.

3. Visitors

Visitors violating this policy will be informed about this policy and instructed to comply. Visitors who repeatedly violate this policy will be asked to leave campus.

G. Tobacco Cessation Opportunities

Assistance with tobacco cessation for students and employees is available through Student Services and Human Resources. *The Employee Assistance Program (EAP)* is available to provide employees with contact information for resources and self-help materials. The Academy's health plan also offers smoking and tobacco cessation resources. Employees are asked to please contact their health care provider for more information. The Maine Tobacco Helpline is a free confidential resource available to all people in Maine at 1-800-207-1230.

REFERENCES: P. & S.L. 1941, ch. 37, §2 as amended; and 22 M.R.S.A. §1542 and §1580-A

DATE ADOPTED: April 30, 2016

DATE(S) AMENDED: 8/15/2016