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|  SOUTHEAST MISSOURI STATE UNIVERSITY · 1873 | BUSINESS POLICY AND PROCEDURE MANUAL | Date Issued: 07/08 | Revision Date: 09/13 02/17 | Page: 1 of 1 |
| | | Classification Code: 01-15 | | |
| | | Section: ADMINISTRATION | | |
| | | Subject: TOBACCO USE | | |

GENERAL STATEMENT OF POLICY


Smoking and the use of tobacco products by students, faculty, staff and visitors are prohibited on all Southeast Missouri State University properties. For purposes of this policy, the phrase "smoking and the use of tobacco products" is defined to include, but not be limited to, any lit cigarette, cigar, pipe, e-cigarette, or any other smoking product, the use of devices or products that may be used to smoke or mimic smoking, or the use of smokeless tobacco products.

Smoking and the use of tobacco products is prohibited at all times in University owned, leased, or occupied facilities, on University owned, leased or occupied property, at events on University properties, or in University owned, leased or rented vehicles, except as set forth herein.

Smoking and the use of tobacco products will be allowed only at a designated outdoor smoking area outside the Show Me Center and River Campus Cultural Arts Center for use during public events or performances.

The University prohibits the sale, distribution, or free sampling of tobacco products on campus. Littering the campus with remains of tobacco products or any other disposable product is prohibited.

The President or his/her designee is responsible for maintaining operating procedures related to this policy.

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OPERATING PROCEDURES

1. Smoking and the use of tobacco products is defined to include, but not be limited to, any lit cigarette, cigar, pipe, e-cigarette or any other smoking product; the use of devices or products that may be used to smoke or mimic smoking (e.g. hookahs, vaporizer); the use of smokeless tobacco products (also known as dip, chew or snuff in any form); and any other tobacco product or device not approved by the Federal Drug Administration (FDA) for the strict purpose of tobacco cessation.
2. Smoking and the use of tobacco products is prohibited in all University owned, leased, or controlled facilities, property and vehicles, except for a designated outdoor smoking area outside the Show Me Center and River Campus Cultural Arts Center for use during public events or performances.


For purposes of this policy, University facilities or property refers to any University or Foundation owned, leased or controlled facilities and property. This includes, but is not limited to:

- all campuses
- off campus university/foundation owned, leased or controlled property (e.g. University farm, daycare facilities)
- all university housing managed by the university
- all university parking lots (including inside personal vehicles on University property)

University vehicles for purposes of this policy refers to any University or Foundation owned, leased or controlled vehicle. This includes, but is not limited to:

- buses and vans
- cars, trucks and utility vehicles
- operable/wheeled equipment (e.g. lawnmowers, forklifts)

3. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using University facilities/property will be required to abide by the University policy. Organizers of such events are responsible for communicating the policy to attendees.
4. Smoking and the use of tobacco products is permitted for on campus theatrical productions where the script/storyline calls for the depiction of smoking/smokeless tobacco use. Notwithstanding the foregoing, reasonable efforts will be made to use non-tobacco products in all such productions.
5. An exception to this policy must be granted in writing by the President, and will only be considered in extraordinary circumstances.

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6. Repeated instances of noncompliance by a student may be reported to the Office of Student Conduct. Repeated instances of noncompliance by a faculty or staff member may be reported to Human Resources. Reports of noncompliance will be investigated by the appropriate office and may result in disciplinary action.