

## E-155 TOBACCO-FREE / SMOKE-FREE POLICY

### SCOPE

This policy is applicable and extends coverage to all Gateway Technical College Campuses, Centers, and grounds with no exceptions at any time (24/7). A tobacco-free / smoke-free workplace will increase quality of life for employees, decrease absenteeism, and saves on other health-related personnel costs. This policy applies to all devices including electronic cigarettes, e-cigarettes, or personal vaporizers that are alternatives to smoking tobacco products.

### PURPOSE

To provide a tobacco-free / smoke-free environment for our staff, customers, and the general public, thereby fostering our wellness image. To communicate Gateway's commitment to providing a healthy tobacco-free / smoke-free work environment for current employees and to establish parameters for those employees who choose to continue to smoke. Tobacco / smoking use is the major preventable cause of premature death today, killing one-third to one-half million Americans annually. Non-smokers can also be harmed by the hazards of second-hand smoke. These adverse effects range from immediate reactions (eye irritation, headaches, and allergies) to long-term serious illness. Non-smokers exposed to environmental tobacco smoke include an elevated risk of lung cancer or other disabling respiratory disease, and they also face a higher incidence of cardiovascular disease. Stringent workplace smoking restrictions are rapidly gaining favor in both the public and private sectors.

### POLICY

1. Gateway Technical College is strongly committed to maintaining and improving the health and well-being of all employees and customers. It is, therefore, Gateway's policy that employees have the right to work in an environment free of the hazards of tobacco smoke.
2. To protect the health of our employees and customers, the following policy will be in effect as of August 1, 2007. This will eliminate an unnecessary potential hazard from our workplace and we will support all employees in choosing a healthful, non-tobacco use / non-smoking way of life.
  - a. Use of tobacco and smoking is prohibited on all Gateway Campuses, which includes but is not limited to the following:
    - 1) All buildings, grounds, sidewalks, streets, parking lots, and structures.
    - 2) All Gateway owned and leased vehicles.
    - 3) All personal vehicles on Gateway property.

### PROVISION

This policy is one of the most important steps that Gateway Technical College can take to safeguard the health of our employees and customers, for health-related issues and the escalating cost of health care remain a key priority on Gateway's agenda.

### ENFORCEMENT

Failure to comply with this policy will be dealt with through the college's disciplinary procedures. Students, staff, visitors, and tenants who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing.