

Policies and Procedures

Subject: Smoking and Use of Tobacco Products

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1. Purpose

This policy establishes the rules concerning smoking on Tidewater Community College (TCC) campuses, on property controlled by TCC, and in facilities, vehicles, and vessels owned or controlled by TCC. This policy directs compliance with Virginia [Executive Order 41](#) (2006).

2. Policy

Smoking ¹ or inhaling any substance, by any method, including but not limited to tobacco products, e-cigarettes, and aromatic smoking products, such as clove cigarettes, herbal cigarettes, etc., and using/consuming any type of tobacco products, including but not limited to chewing tobacco and snuff, is prohibited:

1. inside all college-owned and managed facilities, including parking garages, covered walkways, temporary enclosed structures, trailers, and tents as well as structures placed on college property by contractors or vendors;

¹ Wherever appearing in the associated procedures, the term "smoking" shall be understood to include all of the activities identified in this policy section.

2. in college-owned or leased/rented vehicles;
3. within interior spaces onboard college-owned or leased vessels - smoking may be permitted on exterior decks as designated by the vessel's master;
4. on loading docks at college facilities;
5. within 25 feet of all entries, outdoor air intakes, and operable windows of college-owned or managed buildings²; and
6. in outdoor areas during a college event or activity scheduled in the area, such as at a student activities or athletic event.

As an exception to this policy, smoking or other use of tobacco products in a theatrical production that is required by the script or for character motivation shall be accomplished using non-tobacco substitute material. If a combustible product is used there must be an appropriate safe method of extinguishing any resultant fire readily available. Audiences must be notified that there will be smoking on stage.

Violations of this policy and its associated procedures shall be cause for disciplinary action under the applicable personnel or student conduct policy.

3. Responsibilities

The Vice President for Student Affairs shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable regulations, policies, and procedures of the Virginia Community College System and the laws, regulations, and policies of the Commonwealth of Virginia. Campus Deans, the Vice President for Student Affairs, and the vice presidents for Workforce Solutions and for Administration and Chief Financial Officer (the "responsible administrators") shall be responsible for ensuring the provisions of this policy and its supporting procedure are implemented at college locations under their purview³. Each supervisor, manager, department head, director, dean, and vice president is responsible to enforce the provisions of this policy in their respective area of accountability. All students, faculty, and staff are responsible for complying with the smoking policy.

² At the Norfolk Campus, where building entry/exit points are contiguous to the public sidewalks, this restriction applies to TCC employees, contractors, and students. Individuals who are not members of the college community will be requested to move at least 25 feet away from the building entrance while smoking.

³ For the purposes of this policy document, the term "responsible administrator" refers to the campus Deans for their respective campuses and associated centers, the Vice President for Student Affairs, for the Green District Administration Building. And the Vice President for Administration and Chief Financial Officer for Facilities at the District Facilities Maintenance Building, and the District Warehouse. and to the Vice President for Workforce Solutions for the Regional Workforce Development Center and the Suffolk site not otherwise assigned.

4. **Procedures**

Procedures for this policy are located on the website.

5. **Definitions**

E-cigarette: a battery-powered device such as an electronic cigarette, electronic vaping device, personal vaporizer (PV), or electronic nicotine delivery system (ENDS) which simulates cigarette or tobacco smoking.

Smoking: carrying or holding of any lighted pipe, cigar, cigarette, or smoking equipment of any kind or the lighting or inhaling or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

6. **References**

[DHRM Policy 1.25 \(Hours of Work\)](#)

[Executive Order Number 41 \(2006\) Banning Smoking in State Offices and Vehicles](#)

7. **Review Periodicity and Responsibility**

The Vice President for Student Affairs shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

8. **Effective Date and Approval**

This policy is effective upon its approval by the College President on August 8, 2022.

Policy Approved:

Procedure Developed:

Marcia Conston, Ph.D.

President

Karen Campbell, Ph.D.

Vice President for Student Affairs

9. **Review and Revision History**

Revision 1 links the policy to state policies and updates titles to align with college structure.

Approved August 8, 2022 by President Marcia Conston.