POLICY STATEMENT

Issued By: The Office of the Chancellor

Coordinated By: Business Affairs Office

Effective: August 1, 2014

Subject: Tobacco-Free Campus Policy

I. PURPOSE

Act 211 of the 2013 Louisiana State Legislative session directs all public post-secondary educational institutions to develop smoke-free policies for its campuses by August 1, 2014. In accordance with Act 211 and La. R.S. 40:133.263, Louisiana State University Shreveport has adopted this policy ("LSUS Tobacco-Free Campus Policy") to provide guidelines for the implementation of the prohibition of tobacco use on the campus of LSU Shreveport.

II. DEFINITIONS

- Secondhand Smoke – smoke emitted from lighted, smoldering, or burning tobacco when the smoker is not inhaling, smoke emitted at the mouthpiece during puff drawing, and smoke exhaled by the smoker.
- Smokeless Tobacco – tobacco products consumed orally in a manner other than smoking including, but not limited to, spit, dip, snuff, snus, chew, and orbs.
- Smoking – inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted combustible plant material.
- Student Organizations – societies, clubs, or the like which are formed because of the special interest of any particular group of students.
- Tobacco-free – the prohibition on the use of tobacco derived or containing products including, but not limited to, cigarettes, cigars, cigarillos, pipes, hookah-smoked products, and smokeless tobacco products.
- Tobacco-related – applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern or colors, or any other indicia of product identical to, or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.
• *University-managed property* – property or facilities either owned, leased, or controlled by the University or its related entities including campus parking lots and University Court Apartments.

• *University Organizations* – institutionalized organizations for students and/or staff that receive funding directly from the University, and which are coordinated or directed by University staff.

• *Vapor emitting* – electronic cigarette (e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system (ENDS).

### III. POLICY

LSU Shreveport strives to provide a healthy environment for faculty, staff, students, and visitors. Therefore, the University has determined that:

a. The use of any tobacco product in any form (which includes, but is not limited to, smoking, smokeless, and vapor emitting) is prohibited effective August 1, 2014.

b. This prohibition applies to all students, faculty, staff, contractors, and visitors on all LSU Shreveport University-managed property.

c. The use of tobacco products is prohibited at all times:
   1. In all interior space of LSU Shreveport campus;
   2. On all outside property or grounds of LSU Shreveport campus;
   3. In all indoor and outdoor athletic facilities;
   4. In all vehicles leased, owned, and maintained by LSU Shreveport, including, but not limited to, physical plant vehicles, Campus Security vehicles, buses/cars/trucks used to transport students, faculty, staff, and/or visitors on University business.

d. All tobacco industry promotions, advertising, marketing, distribution, and programs or events that promote the sampling and/or sale of tobacco products and tobacco related merchandise (including logo containing items) in any format are prohibited on all University property and University and student organizations/group sponsored events.

e. LSU Shreveport university organizations and student organizations are prohibited from accepting money or gifts from tobacco companies.

f. All organizers and attendees at campus events will be required to abide by the LSUS Tobacco-Free Policy. University offices responsible for reserving facilities shall be responsible for informing organizers of events. Organizers of such events are responsible for communicating the policy to attendees and for enforcing it.
g. Littering the remains of tobacco products on campus is also prohibited.

IV. APPLICABILITY
This policy applies to all members of the University community including, but not limited to, faculty, staff, students, volunteers, trainees, supplemental staff employed through contract agencies, or outside trade unions, vendors, guests, and visitors.

V. POLICY COMPLIANCE AND ENFORCEMENT PROCEDURES
The policy will be referenced in the Faculty/Staff Handbook and the Student Handbook. Violations of University policies are subject to appropriate disciplinary action.

a. Complaint Reporting Procedures for Students/Faculty/Staff
   It is the responsibility of the immediate supervisor to facilitate and enforce compliance among employees under their supervision or contact managers to ensure that contractors comply with the policy. All LSU Shreveport employees are encouraged to report those in violation of the LSUS Tobacco-Free Campus Policy.

b. Consequences of Violations
   Sanction for student violations will be addressed by the Student Affairs Office (Judicial Affairs); staff violations will be addressed by appropriate supervisors; faculty violations will be addressed by Program/Department Heads. Faculty and staff violations may also be referred to HR for potential admission to the Employee Assistance Program (EAP).

c. Visitor Violators
   1. Offices responsible for reserving facilities will establish procedures for enforcing policy when violations involve visitors who are participating in events associated with their office.
   2. Complaints about campus visitor violators shall be brought to the attention of the office responsible for the event.
   3. Visitors found in violation of the policy will be requested to comply. Those who do not comply will be asked to leave campus.
   4. Repeat violators may be banned from campus.
VI. POLICY AND PROCEDURE REVIEW
This policy and procedure will be reviewed annually by the Vice Chancellors.

AUTHORIZED BY:

[Signature]
Vice Chancellor for Business Affairs

Date

APPROVED BY:

[Signature]
Chancellor

Date