



HUMAN RESOURCES MANAGEMENT POLICY

TOBACCO-FREE CAMPUS

Policy 49

NOTE: THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC). MUSC RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. PURPOSE

MUSC is committed to promoting a healthy, tobacco-free environment for its employees, faculty, students, visitors and patients. The purpose of this policy is to provide a healthy environment, minimize the negative effects of passive smoke and tobacco use, maximize fire safety and promote wellness and good health habits within all MUSC facilities, including MUSC affiliates, and the surrounding campus.

II. POLICY

A. Covered Individuals

The provisions of this policy shall apply to all employees (including faculty and staff), patients, visitors, students, volunteers, contractors and vendors unless otherwise noted.

B. Use of Tobacco Products

The use of any tobacco product is prohibited in all buildings, grounds and spaces either leased or owned by the Medical University. The Human Resources Management **Policy No. 49, Tobacco-Free Campus**, includes, but is not limited to, offices, classrooms, laboratories, elevators, stairwells, restrooms, shuttle buses, shuttle bus stops, sidewalks, parking areas, meeting rooms, hallways, lobbies, and other common areas. The use of tobacco products in University owned, operated or leased vehicles is prohibited. Use of tobacco products is also prohibited in personal vehicles parked on MUSC property. MUSC also discourages the use of tobacco products by staff or visitors on properties adjacent to the campus.

C. List of Tobacco Products

Tobacco products include, but are not limited to, cigarettes, cigars, pipes, chewing tobacco, e-cigarettes and other smokeless tobacco products.

D. Related Issues

Employees, students, volunteers, contractors and vendors are expected to adhere to professional standards of appearance and not have an odor of tobacco products on their clothing or person.

III. INFORMATION AND PROCEDURE

A. Faculty/Staff/Volunteers

1. Faculty, staff and volunteers are expected to comply with the Tobacco-Free Campus Policy and assist with sharing information about the policy.
2. New employees and volunteers will be informed of the Tobacco-Free Campus Policy during orientation.
3. Enforcement of the policy rests with the appropriate supervisory staff, deans, department heads and administrative officials.
4. When employees or volunteers observe violations of the policy, they should politely remind the offender of the policy and request that they dispose of tobacco materials.

5. If the employee or volunteer continues to violate the policy, the location and time of the violation should be reported to the appropriate supervisory staff, dean, department head or administrative official. Human Resources Employee Relations may also be contacted to report violations.
6. Violation patterns will be assessed and appropriate action initiated. Employees who are found to be in violation will be disciplined in accordance with the Human Resources Policy No. 45, Disciplinary Action. Action may range from written reprimand to termination. Refer to specific guidelines as outlined by MUSC, MUHA and UMA.

B. Patients

1. Faculty, staff and clinical staff with patient care responsibilities are responsible for communicating and ensuring compliance with the Tobacco-Free Campus Policy.
2. Upon admission/check-in, patients will be verbally informed of the policy and a copy will be provided upon request.
3. Patients violating MUSC's policy will be asked to dispose of tobacco materials.
4. Tobacco replacement therapies, i.e. nicotine patch, nicotine gum, etc., may be prescribed by the patient's physician.

C. Visitors

1. Visitors will be informed of the policy and asked to comply while they are on campus.
2. Signage will be posted throughout MUSC's buildings and grounds; stating this facility is a tobacco-free campus.
3. All employees and volunteers are encouraged to assist with the education of visitors regarding the policy, using policy information cards, which will be made available.
4. Employees are expected to help enforce the policy with visitors by requesting that they dispose of tobacco materials and respect MUSC's healthcare mission and tobacco-free campus.

5. If a visitor is observed repeatedly violating the policy after being advised of the policy, staff should note the location and time of the violation and contact their respective manager, Department of Public Safety or Medical Center Safety and Security, or Human Resources.

D. Students

1. New students will be informed of the Tobacco-Free Campus Policy during orientation.
2. Enforcement of the policy rests with the respective Dean's office.
3. When students observe violations of the policy, they should remind their fellow students of the policy and ask them to dispose of the tobacco materials.
4. If the student continues to violate the policy, the location and time of the violation should be reported to the appropriate Dean's office.
5. Violation patterns will be assessed and appropriate action initiated.
6. Affiliation agreements will include the Tobacco-Free Campus Policy so that students from other schools will be advised of the policy.

E. Contractors/Vendors

1. A provision will be inserted in all contracts, e.g. construction and/or maintenance, to prohibit the employees of contractors/vendors from using tobacco materials on property owned or leased by MUSC.
2. Failure by the contractor/vendor or their employees to comply with the provisions of this policy could result in the termination of the contract.

IV. ENFORCEMENT

- A. The monitoring and enforcement of this policy is the responsibility of ALL MUSC/MUHA/UMA employees, students and volunteers. Each individual should consistently and politely bring any infraction of this policy to the attention of the person or persons observed violating the policy.

- B.** The MUSC Department of Public Safety and Medical Center Safety and Security will assist in the enforcement of this policy by reporting violations to the appropriate manager or supervisor. Employees are also expected to assume leadership roles by adhering to the policy provisions and by reminding others who aren't in compliance of the policy provisions.
- C.** MUSC will provide Tobacco-Free Campus Policy information cards to facilitate the education and enforcement of the policy.

V. RESOURCES

MUSC will offer resources and support to tobacco users in abstaining from tobacco use on campus and in supporting users who desire to quit using tobacco. Smoking cessation classes and other tobacco education related resources or programs will be offered periodically for MUSC employees. Many of these programs are offered at little to no cost. Additional resources are outlined on the Tobacco-Free Campus website.

VI. EXCEPTIONS

Individuals enrolled in smoking research and/or treatment programs are permitted to smoke in designated smoking areas that are physically separated from care, treatment and service areas upon approval. If the Medical Center decides that patients may smoke in specific circumstances, it will designate smoking areas that are physically separated from care, treatment and service areas.

| Approved by: | Information Contact | Approved |
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| Lisa P. Montgomery Vice President for Finance & Administration | Director of Human Resources Management | November, 2011 Effective March 1, 2012 |