

Policy Statement

Terra State Community College creates and promotes a healthy, first-and second-hand smoke-free and sustainable environment for the College community and to model the same for the community-at-large. Terra State Community College prohibits smoking 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, or any other similar device(s). Tobacco use is prohibited in all defined locations/areas at all times. Smoking is prohibited in any Terra State Community College building or immediate surrounding property with the exception of designated outdoor smoking areas. This policy applies to all Terra State Community College employees, students, vendors, and visitors.

Policy Details

The areas designated for smoking on Terra State Community College Campus will be the following:

1. The smoking huts located in the quadrangle outside of building A, D, and E
2. The parking lots
3. Truck Driving/ Motorcycle pad

Terra State Community College will adhere to the State of Ohio Smoking Laws. Violations will not be tolerated. Employees that violate these laws are subject to disciplinary action, up to and including termination of employment. Students who violate these laws are subject to the student code of conduct violations. State of Ohio Smoking Laws can be found at [Ohio Smoking Laws](#) . Terra State Community College Student Code of Conduct can be found at [Student Code of Conduct](#)

Procedures

- (1) Any person observed smoking other than at the designated areas shall be reported to Terra State Community College's Safety and Security Office at 419-559-2253.
- (2) A Safety and Security responder shall immediately investigate and, if a violation has occurred, shall send the appropriate supervisor a report of his/her findings.
- (3) The supervisor will speak with the employee and review this policy with him/her.
- (4) If a second violation is noted, the supervisor shall meet with the employee and a written disciplinary letter will be completed and signed by both and placed in the employee's personnel file.
- (5) If a third violation is noted, the employee will be terminated.

Resources

Definition

Term	Definition
<i>Tobacco Products</i>	Any product made of tobacco including but not limited to cigarettes, cigars, cigarillos, pipes, bidis, all chewing tobacco products, and electronic cigarettes, cigars, or related products.
<i>Smoking</i>	Burning or other use of any cigarettes, cigars, cigarillos, pipes, bidis, all chewing tobacco products, and electronic cigarettes, cigars, or related products

Approval History

Date	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
3/24/04	Effective		
12/7/06	Revised		
2/20/23	Policy/Procedure	Updated and Revised	Acacia Hull, Director of Campus Safety
4/10/2023	Policy & Procedure	Approval	Dr. Ron Schumacher, President

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 4/11/2023

Next Review Date: 2.27.24