

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.7.2.1
Related Policy: 3.7.2
Title: Smoking on College Property
Responsibility: Vice President of Finance and Administration

Original Approval Date: 04-18-2017
Last Cabinet Review: 04-18-2017
Last Revision: 04-18-2017

President

I. SMOKING DEFINITION

For purposes of this Policy and Procedure, smoking is defined as the burning or combustion of tobacco or any product intended to simulate tobacco; and is further defined to include the use of any and all types of cigarettes, cigars, cigarillos, pipes, and electronic cigarettes.

II. COLLEGE PROPERTY DEFINITION

Smoking is strictly prohibited on all Horry-Georgetown Technical College campuses including owned or leased buildings (including all offices, classrooms, laboratories, meeting rooms, restrooms, lobbies, lounges, cafeterias, hallways, stairwells, elevators, etc.); building entrances; balconies; decks; patios and outside stairways to buildings and outdoor passageways to entrances; satellite campuses; buildings on land for use by the College; all College vehicles; sidewalks; parking lots; common areas; and any and all land for use by the College. This Policy is in effect 24 hours a day, seven days per week.

If an employee, student, or other College visitor must smoke, they are only permitted to do so inside of their personal vehicle. Smoking outside of the vehicle or while standing in parking lots is strictly prohibited.

III. ENFORCEMENT

Enforcement of the College's Smoking Policy depends on the cooperation of all faculty, staff, and students. It is also the responsibility of each Department Head and/or Supervisor to enforce the Policy for compliance within each area under his/her supervision, and to encourage others to comply throughout the College.

If anyone is observed violating the Smoking Policy while on College property, any individual may remind the smoker of the Policy and request that they comply with the guidelines therein. If the

smoker does not acquiesce, their violation of the College's Smoking Policy may result in corrective action including the following:

- A. Students who fail to comply will be referred to the Office of Student Affairs and may be disciplined under the College's Student Code of Conduct.
- B. Employees who refuse to comply will be subject to disciplinary actions as outlined under the College's Disciplinary Action Policy 3.6.1 and Procedure 3.6.1.1.
- C. Other individuals who violate the Policy may be warned and/or fined by the Department of Public Safety.

The College's Department of Public Safety reserves the right to fine individuals (employees, students and/or campus visitors, contractors, vendors, etc.) for violating the College's Smoking Policy. If fines are imposed, the following will apply:

- 1st Offense \$25.00
- 2nd Offense \$50.00 (and all subsequent offenses) + referral/meeting with the Office of Student Affairs and/or supervisor.