



Medical College of Georgia

Administrative  
Policy Library

## **Tobacco-Free Campus Policy**

### **CITATION REFERENCE**

**Official Title:** Tobacco-Free Campus Policy

**Abbreviated Title:** Tobacco Policy

**Volume:** UA

**Responsible Office:** UA

**Originally issued:** November 15, 2007

**Revised:** not applicable

### **Policy Statement**

The Medical College of Georgia prohibits the use of tobacco products on any property owned, leased or controlled by the Medical College of Georgia, MCG Health, Inc., or the Physicians Practice Group.

### **Reason For Policy**

The use of tobacco products is widely accepted as a leading cause of avoidable death. The mortality and morbidity of tobacco use has adverse effects among tobacco users and non-users alike including respiratory disorders, heart disease and various forms of cancer. Tobacco smoke contains 4,000-plus chemical compounds, more than 60 of which are known or suspected to cause cancer. People exposed to secondhand smoke absorb nicotine and other toxic chemicals just as smokers do.

Because of the deleterious effects of tobacco use, the Medical College of Georgia, MCG Health, Inc., and the Physicians Practice Group have committed to a tobacco-free campus for the purpose of promoting a healthy environment for all persons, including faculty, students, staff, visitors, and others who visit the campus.

### **Entities Affected By This Policy**

All employees, faculty, students, patients, visitors, vendors, contractors and all others are prohibited from using any tobacco product while on MCG property.

### **Who Should Read This Policy**

All Medical College of Georgia employees, faculty, students, patients, visitors, vendors, contractors and all others should read and follow this policy.

### **Contacts**

<b>Contact</b>	<b>Phone</b>	<b>e-mail/URL</b>
Division of University Advancement	706-721-4413	dmorris@mcg.edu

### **Website Address for This Policy**

[www.mcg.edu/policies/documents/tobaccofreepolicy.pdf](http://www.mcg.edu/policies/documents/tobaccofreepolicy.pdf)

## **Related Documents**

- MCG policy 1.4.07, Disciplinary Procedures for Classified Employees
- 4.50.01 Disciplinary and Termination Procedures for MCG Health, Inc. Staff
- MCG Policy 7.16, MCG Faculty Grievance Policy
- MCG Student Conduct Code and Procedures

## **Definitions**

These definitions apply to these terms as they are used in this policy:

MCG property – includes but is not limited to all buildings, surrounding land, parking lots, parking decks, green space, and adjacent sidewalk areas owned, leased or controlled by the Medical College of Georgia, MCG Health, Inc., or the Physicians Practice Group.

Green space –Green space includes the landscaped and grassy areas of the campus.

Tobacco product – Any product derived from cultivated tobacco, including but not limited to cigarettes, cigars, bidis, kreteks, pipes, and smokeless tobacco.

## **Overview**

Employees, faculty, students, patients, visitors, vendors, contractors and all others are prohibited from using any tobacco products while on property owned, leased, or controlled by the Medical College of Georgia, MCG Health, Inc., or the Physicians Practice Group, including but not limited to all buildings, surrounding land, parking lots, parking decks, green space, and adjacent sidewalk areas. Use of tobacco products in vehicles that are parked on MCG property is prohibited.

**EXCEPTIONS:** The Executive Director of the Georgia War Veterans Nursing Home shall have the authority to grant exceptions for the nursing home. Such exceptions shall not be extended to MCG employees, faculty, students, visitors, vendors and contractors.

**ENFORCEMENT:** Faculty, employees and students of MCG are expected to be positive role models and good ambassadors of the Tobacco Free initiative to non-MCG persons on campus.

- 1) All MCG supervisors must inform subordinate staff members of this policy and inform them that failure to comply can be grounds for disciplinary action in accordance with MCG Work Rules. Employees will be informed of the penalties for violation of work rules (*See policy 4.50.01 Disciplinary and Termination Procedures for MCG Health, Inc. Staff and MCG policy 1.4.07, Disciplinary Procedures for Classified Employees for further guidelines*), and applicable policies for faculty, residents and students.
- 2) The monitoring and enforcement of the tobacco free workplace policy is the responsibility of all MCG faculty, employees and students. Each member should consistently and politely bring any infraction of this policy to the attention of the person or persons observed violating the policy.
- 3) Visitors, vendors, or contractors, and others not specifically employed by MCG will be reported to the department responsible for their presence on campus. Attempts should be

made to remedy violations prior to contacting MCG Public Safety or MCG Health, Inc. Safety and Security. In circumstances where departmental leadership is unable to remedy the situation, then MCG Public Safety or MCG Health, Inc. Safety and Security will be contacted for assistance.

- 4) MCG will inform and remind faculty, employees, students, patients, visitors, vendors and contractors of this policy by posting signage in strategically located areas. Faculty and staff employees will also be informed and reminded of this policy as part of pre-employment processes, new employee orientation and other general employee communications.
- 5) MCG will make every effort to make available tobacco use cessation services and support to faculty, employees, students, patients and others who choose to pursue cessation programs.
- 6) Patients and visitors who violate this policy will be informed that they may be asked to leave the premises. Vendors and contractors may be subject to action, up to and including, the legal termination of a contract.

**Process/Procedures**

Tobacco Cessation support will be made available through the MCG Nursing Faculty Practice Group. For information, contact the NFPG at 706-721-8224 or visit <http://www.mcg.edu/son/tcc.htm>.

**Responsibilities**

The responsibilities each party has in connection with the Tobacco-Free Campus Policy (Tobacco Policy) are:

(Party)	(Responsibility)
Vice President for University Advancement	Responsible for oversight of adoption and communication of the Tobacco Policy
All MCG supervisors	Responsible for informing subordinate staff members of the Tobacco Policy and the consequences of non-compliance
All MCG faculty, staff and students	Responsible for adhering to the Administrative Policies of the Medical College of Georgia; responsible for monitoring and enforcing the Tobacco Policy

**Forms**

None

**Appendices**

[www.mcg.edu/tobaccofree/map](http://www.mcg.edu/tobaccofree/map)

Approved \_\_\_\_\_  
 Daniel W. Rahn, MD  
 President

Date \_\_\_\_\_