

Section: GENERAL INFORMATION
Subject: Use of Tobacco on DMACC Property
Number: HR 3322

I. Institutional Regulations:

Consistent with the requirements of the Iowa Smoke-Free Air Act (Iowa Code Chapter 142D) and the findings of the U.S. Surgeon General that the use of tobacco is a contributing factor to significant health hazards, it is the intent of the College to establish a tobacco free environment. The use of tobacco products is prohibited on all DMACC campuses, at all DMACC attendance facilities and in DMACC vehicles. This prohibition includes all buildings, grounds, sidewalks and streets within the campuses and attendance facilities.

II. Procedure

- A. Tobacco products are defined to include any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, other smoking products; electronic smoking devices; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.
- B. Faculty and staff who do not comply with the tobacco-free policy will be issued fines in compliance with Iowa Code 142D and are subject to DMACC disciplinary action.
- C. Supervisors of employees who do not comply with the tobacco-free policy shall follow progressive discipline as outlined in HR 3235, beginning with a verbal warning.
- D. Faculty and staff members who witness a student violating the tobacco-free policy should follow the Student Services guidelines for tobacco-free student compliance.
- E. Faculty and staff members who witness employees violating this policy should follow the following guidelines:
 - 1. Provide the violator with a courteous reminder of DMACC's tobacco free policy.
 - 2. Contact the individual's supervisor if:
 - a. You are not comfortable reminding the violator about the policy and wish to report the violation,
 - b. The violator is a frequent offender.
 - c. The violator is rude, discourteous, or defiant.
- F. Employees who witness visitors or contractors violating this policy should provide the violator with a courteous reminder of DMACC's tobacco free policy.
- G. Harassment or intimidation of violators or those reporting violations is not allowed and is subject to DMACC disciplinary policy.

APPROVED:



Executive Director, Human Resources

Date: June 10, 2008

Revised: October 1, 2014
February 1, 2016