



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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TITLE: Use of Tobacco Products on Campus

**RELATED POLICY
AND PROCEDURES:** 4-8-1060 Use of Tobacco Products on Campus

**DIVISION OF
RESPONSIBILITY:** Administrative

May 17, 2013

Date Approved by President

Date of Last Review

Date of Last Revision

Administrative Responsibilities

It is the shared responsibility of the Director of Facilities Management and the Public Safety Director to review and revise this procedure in order to create and maintain a healthy, comfortable, and productive work and study environment for employees and students.

Definitions

- A. Smoking**-the use of a burning tobacco product that results in the production of smoke.
- B. Smokeless tobacco products**-chewing tobacco, snuff, and any other tobacco derivative.
- C. Electronic Cigarettes**-battery-powered devices that heat liquid nicotine in a disposable cartridge and produce a vapor that's inhaled.

Procedure

A. Guidelines

1. A brief version of this procedure appears in the Piedmont Technical College (PTC) catalog and other appropriate College publications.
2. PTC is a tobacco free campus and as such all smoking and the use of all smokeless tobacco products are prohibited.



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3. Tobacco use is prohibited in College owned vehicles, even when off campus.
4. Our State insurance plan has a smoking cessation program to assist employees and dependents. <http://www.eip.sc.gov/prevention/index.aspx?p=4&s=5>

B. Penalties

Any person who willfully violates the provisions of this policy is subject to the jurisdiction of the College public safety office.

1. College employees or students abusing this policy are subject to appropriate disciplinary action.
2. Students abusing this policy are subject to the provisions of the Student Code for the South Carolina Technical College System found in the PTC Student Handbook. [Student Code of Conduct](#)
3. All complaints are sent to the Public Safety Office.
4. The use of tobacco products is prohibited on campus. Persons violating this policy may be issued a written ticket.
5. For employees that violate this policy, a report is sent by Public Safety to Human Resources and the Business Office.
6. For students that violate this policy, a report is sent by Public Safety to the Dean of Students and the Business Office.