



2.6 TOBACCO-FREE, SMOKE-FREE, & VAPE-FREE PROCEDURE

Category: Administration

Date Established: September 1, 2014

Name of Responsible Office: Administrative Services

Date Last Approved: February 5, 2017

Title of Responsible Executive: CFO/Vice President, Administrative Services

Process

Distribution

This policy will be:

- Included with orientation information given to students
- Communicated to all prospective hires, students, vendors, and contractors
- Communicated to newly hired employees during employee orientation
- Announced in various college publications and sites
- Posted on the Employee & Student Services website
- Distributed to all event sponsors

Support and Education

Monroe Community College understands the addictive nature of tobacco use and the reality that breaking the habit is extremely difficult for some people. The college will make every effort to assist and encourage those who wish to stop tobacco use. Employees should contact Human Resources and students should contact Health Services for assistance with smoking cessation.

Educational programming, cessation support mechanisms, and other resources are available to the college community through Health Services, Human Resources and various other college departments.

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Contact Information

Office of Administrative Services

