



2.6P Tobacco-Free, Smoke-Free & Vape-Free Procedure

Category: Administration

Name of Responsible Office: Administrative Services

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

Date Established: September 1, 2014

Date Last Approved: September 28, 2022

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 the office of Human Resources and Organizational Development 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.

Contact Information

Office of Administrative Services