

DIN: 1040-1-01
Title of Policy: Tobacco-free Environment

Policy

Northwest Technical College is committed to providing a tobacco-free environment for its learners, employees, and visitors. Use of tobacco products on the college campus is therefore prohibited. Tobacco use in college- or state-owned vehicles is also prohibited.

Purpose

To provide a tobacco-free environment in respect for the health of those who learn, work, and visit the campus.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Provost	Ensure that college personnel and learners know of this policy. Enforce policy. Give written complaints of violations to appropriate administrative personnel for action.
Facilities Supervisor	Ensure that appropriate signs are posted notifying individuals of this policy, ensure that outdoor areas are designated and that appropriate receptacles are provided at those sites.
All college personnel	Remind violators of the policy. Report repeat violators to the campus provost in written complaint.
Dean	Receive written complaints of learner violations and implement Learner Code of Conduct procedures as necessary.
Supervisors	Receive written complaints of employee violations and process using appropriate procedure for employee .

Supporting References

Listed below are college document(s) that support this policy:

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 11:48 AM
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Approved: President Quistgaard	Date: 1-8-04	Check here if policy should appear in campus handbook:	X