

TOBACCO / VAPORIZING DEVICE FREE ENVIRONMENT

I. Policy Section

3.0 College Operations

II. Policy Subsection

3.5 Tobacco/Vaporizing Device Free Environment Policy

III. Policy Statement

Grand Rapids Community College (GRCC) is committed to protecting the health of students, staff, faculty, and guests by prohibiting the use and/or sale of tobacco products, marijuana in any form, and vaporizing devices at any time or in any place on GRCC properties, including sidewalks within the boundaries of any GRCC campus. This policy shall extend to all properties owned, operated, leased or maintained by GRCC including parking lots and ramps, and Grand Rapids Community College vehicles.

Employees shall not use, chew, smoke or sell tobacco products, vaporizing devices, or marijuana in any form, during their paid work time. Students shall not use, chew, smoke or sell tobacco products, vaporizing devices, or marijuana in any form, at any time while subject to the jurisdiction of the GRCC Student Code of Conduct.

IV. Reason for the Policy

Grand Rapids Community College recognizes the health hazards of tobacco and marijuana use and of exposure to secondhand smoke. In addition, the use of vaporizing devices results in a residual aerosol, or vapor being exhaled into the surrounding air. Research indicates that vaporizing devices emit nicotine, propylene glycol, carcinogens, and other substances.

As a leader in the community, GRCC strongly discourages the use of any and all tobacco, nicotine, and marijuana products. Grand Rapids Community College is committed to offering our staff and faculty helpful smoking cessation and wellness resources.

V. Entities Affected by this Policy

GRCC employees
Contractors
Vendors
Contracted employees

Students

Volunteers

And any other members of the public while on property owned, operated, leased, or maintained by GRCC

VI. Who Should Read this Policy

This policy applies to all GRCC employees, contractors, vendors, contracted employees, students, volunteers, and any other members of the public while on property owned, operated, leased, or maintained by GRCC.

VII. Related Documents

Wellness Program Documents

Drug and Alcohol Policy

Student Code of Conduct

Conflict of Interest Policy

Employee Contracts

Employee Handbooks

Purchasing Policies

Chapter 71, Title VI of the Grand Rapids City Code entitled (Clean Indoor Air Ordinance)

Misconduct Policy

VIII. Contacts

Policy Owner: Vice President for Finance and Administration

Human Resources

GRCC Police

Dean of Student Success

GRCC Staff Development (Wellness Programs)

Facilities Office

IX. Definitions

A. Tobacco products include tobacco used for any purpose including but not limited to cigars, cigarettes, pipe smoking, and smokeless tobacco.

B. Marijuana refers to the use of cannabis or marijuana, including constituents of cannabis, THC, and other cannabinoids, in any form.

C. Vaporizing Devices are devices containing nicotine-based or other liquid that is vaporized and inhaled, used to simulate the experience of smoking tobacco or other substances.

D. Regional Centers include any facility in which GRCC conducts programs during the time that GRCC is delivering services pursuant to a lease or contract.

E. Paid Work Time does not include unpaid breaks off campus. It is expected that employees will adhere to the restrictions enforced at the off-site locations where they are dining and/or attending meetings and conferences.

X. Procedures

In view of the fact that each and every employee and/or student benefits from a tobacco-free college environment, the enforcement of this policy is most equitably placed as a responsibility on all members of the College community. Individuals studying, working, or visiting Grand Rapids Community College are expected to cooperate with the policy and persons that disregard the policy will be subject to the appropriate disciplinary action. Contact Human Resources, GRCC Police, and/or Office of Student Life and Conduct if you have any questions regarding this policy.

A. Supervisor Responsibilities:

1. Supervisors shall advise each employee that GRCC is a tobacco, marijuana, and vaporizing device free campus.

B. Human Resources Responsibilities:

1. This policy shall be made available to all applicants as a link to GRCC's Employment Opportunities ("Jobs") web page.
2. Upon request, Human Resources will coordinate a smoking cessation workshop.

C. Staff/Faculty/Student Responsibilities

1. All employees and students are responsible for adhering to the following protocol when they see any person use tobacco and/or marijuana in any form or vaporizing device products in violation of this policy:
 1. Courteously and tactfully approach the person and explain the policy.
 2. If an employee continues to use products in violation of this policy, report the incident to the appropriate Supervisor/Director or the Executive Director of Human Resources.
 3. If a student continues to use products in violation of this policy, report the incident to the Dean of Student Success or designee. The Dean of Student Success shall then review the facts to ensure due process and appropriate corrective action.

XI. Forms

N/A

XII. Effective Date

November 20, 2008

XIII. Policy History

Replaces Policy Number 3.5 previously titled "Clean Indoor Air Act"

Approved October 1, 2007

Revised December, 2013

Revised November, 2018 due to passage of Proposal 1

Revised November, 2023 to alter references to parked vehicles; revised to alter references to "e-cigarettes" to encompass other vaporizing devices; revised definition of "paid work time."

XIV. Next Review/Revision Date

December, 2027