



Applies to: Faculty, staff, students, vendors, volunteers, and visitors

**Notice of Transition from Nonsmoking to Tobacco Free Ohio State effective January 1, 2014**

Until January 1, 2014, the [Nonsmoking Policy](#) will continue in effect. Until January 1, 2014, the Tobacco Free Ohio State Committee will direct implementation efforts. The university’s emphasis will be on education, communication, and support systems. During this time, all campus units must clearly and regularly communicate to faculty, staff, students, vendors, volunteers, and visitors that Ohio State will become tobacco free effective January 1, 2014.

All units are encouraged to communicate the change and prominently display it on all websites and communications:  
**Ohio State will be tobacco free effective January 1, 2014.**

**POLICY**

Issued: 07/01/1987 Issued as Nonsmoking  
Adopted: 06/01/2013 Adopted as Tobacco Free Ohio State  
Effective: 01/01/2014 Renamed to Tobacco Free Ohio State

Ohio State strives to enhance the general health and wellbeing of its faculty, staff, students, and visitors, to become the world’s healthiest university. We desire to support individuals to be tobacco free, achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment, we intend to provide a tobacco free environment. Smoking and the use of tobacco are prohibited in or on all university owned, operated, or leased property including vehicles.

**Definitions**

Term	Definition
Tobacco	Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco (e.g. snus). It also includes any product intended to mimic tobacco products, contain tobacco flavoring, or deliver nicotine other than for the purpose of cessation.

**Policy Details**

- I. The university is strongly committed to supporting individuals to become tobacco free.
  - A. Tobacco cessation programs and support will be available to faculty, staff, and students as identified below.
  - B. Nicotine replacement therapy products for the purpose of cessation are permitted.
- II. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. Leaders and those to whom this policy applies share the responsibility for adhering to and enforcing the policy.
  - A. Concerns about tobacco use should be respectfully addressed in the moment whenever feasible.
  - B. Continued concerns should be referred to the appropriate unit for review and action. For faculty, staff, and student employees, issues should be referred to the employing unit head. For students in the non-employment setting, issues should be referred to Student Conduct. For volunteers and visitors, issues should be referred to the hosting unit head.



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- III. The university will not advertise tobacco on university owned, operated, or leased property or at any university sponsored event or university owned or sponsored media.
- IV. Sale of tobacco is prohibited on university owned, operated, or leased property.
- V. Research involving tobacco is an exception from this policy. Acceptance of tobacco-funded research grants will be evaluated by the vice president for research and the appropriate dean/administrator prior to acceptance of the funds.
- VI. Additional exceptions are identified in Tobacco Free Policy Exceptions.

## **PROCEDURE**

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- I. Cessation
  - A. The university is committed to supporting all faculty, staff, and students who wish to stop using tobacco or nicotine products.
  - B. Assistance to faculty and staff to overcome tobacco or nicotine addiction is available through The Ohio State University Health Plan and the resources identified below.
  - C. Assistance to students to overcome tobacco or nicotine addiction is available through the Student Health Center, Student Wellness Center, student health insurance, and the resources identified below.
- II. Communication
  - A. Leaders, managers, supervisors, and building coordinators are responsible for leading by example and respectfully communicating the policy to faculty, staff, students, volunteers, and visitors.
  - B. Faculty, staff, students, volunteers, and visitors who observe individuals using tobacco on university property are encouraged and empowered to respectfully explain that its use is prohibited.
- III. Signage
  - A. Installation and maintenance of signage are the responsibility of Facilities Operations and Development (FOD), in consultation with the Office of Human Resources.
  - B. Signage must be placed appropriately on entrances to and exits from buildings, including parking garages, and on university owned and leased vehicles.
  - C. Areas that experience difficulties with tobacco use may request supplemental signage from FOD.
- IV. Compliance with Ohio Smoke Free Workplace Law (Ohio Revised Code [ORC] Chapter 3794)
  - A. The Office of Human Resources is available to consult with and support units that receive a complaint from a public health department (see Addressing Violations of the Ohio Smoke Free Workplace Law).
  - B. When complaints are sent directly to a unit by a public health department, the unit must:
    - 1. Make a good faith effort to find out what behaviors are occurring or occurred to trigger the complaint.
    - 2. Follow up with involved faculty, staff, students, vendors, volunteers, and/or visitors to ensure that prohibited behavior stops.
    - 3. Issue a letter of response to the public health department (see Letter of Response to an Allegation of Violation of the Ohio Smoke Free Workplace Law) within 30 days of the university receipt of the complaint.



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4. Ensure that state law and university policy are being followed.
  5. Communicate to faculty, staff, students, vendors, volunteers and/or visitors the requirements of our tobacco free policy and/or state law (see Sample Email Regarding Tobacco Free Policy and Ohio Smoke Free Workplace Law).
  6. Work with FOD to ensure that signage is appropriately displayed on building entrances and exits.
- C. When complaints are received by the Office of Human Resources, or other units not the subject of the alleged violation, by a public health department:
1. The Office of Human Resources or other receiving unit must forward the complaint within five days to the head of the appropriate unit for response.
  2. The unit head must respond to the complaint as described in IV-B above.
- V. Compliance
- A. All students, faculty, staff, vendors, volunteers, and visitors are expected to comply with this policy. Individuals are encouraged and empowered to respectfully inform others about the policy in an ongoing effort to support individuals to be tobacco free, improve individual health, and encourage a culture of compliance.
  - B. University leaders, managers, supervisors, and building coordinators are expected to support individuals becoming tobacco free and to promote compliance in their areas of responsibility and on the larger campus.
  - C. Student Life staff have a special responsibility to promote compliance among students.

### Responsibilities

Position or Office	Responsibilities
University leaders, managers, and supervisors	<ol style="list-style-type: none"> <li>1. Communicate policy expectations to the university community.</li> <li>2. Hold individuals responsible for compliance with the policy.</li> <li>3. Communicate policy violations to leaders and managers in specific areas where problems occur.</li> <li>4. Forward complaints of violation of the Ohio Smoke Free Workplace Law to the appropriate unit within five days.</li> <li>5. Address and respond to complaints of violation of the Ohio Smoke Free Workplace Law and this policy.</li> </ol>
Office of Human Resources	<ol style="list-style-type: none"> <li>1. Communicate policy expectations to the university community.</li> <li>2. Consult with units on this policy.</li> <li>3. Forward complaints of violation of the Ohio Smoke Free Workplace Law to the appropriate unit within five days.</li> <li>4. Consult with &amp; support units that receive complaints of violation of the Ohio Smoke Free Workplace Law.</li> </ol>
OSU Health Plan	Offer tobacco cessation support through the health plans.
Office of Student Life	<ol style="list-style-type: none"> <li>1. Communicate policy expectations to the university community.</li> <li>2. Address policy violations with students in the non-employment setting.</li> <li>3. Offer tobacco cessation support to students.</li> </ol>
Employing or volunteer sponsoring unit	<ol style="list-style-type: none"> <li>1. Communicate policy expectations to individuals.</li> <li>2. Work with FOD to ensure that signage is appropriately displaced on building entrances and exits.</li> <li>3. Provide information on tobacco cessation resources.</li> <li>4. Address policy violations with faculty, staff, and student employees.</li> <li>5. Forward complaints of violation of the Ohio Smoke Free Workplace Law to the appropriate unit within five days.</li> <li>6. Respond to complaints from a public health department about the Ohio Smoke Free Workplace Law and this policy.</li> </ol>
Facilities Operations and Development, building coordinators	<ol style="list-style-type: none"> <li>1. Communicate policy expectations to individuals.</li> <li>2. Install and maintain signage.</li> <li>3. Communicate policy violations to leaders and managers in specific areas where problems occur.</li> </ol>



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Position or Office	Responsibilities
Individuals	<ol style="list-style-type: none"> <li>1. Comply with the policy.</li> <li>2. Inform others about the policy when possible.</li> <li>3. Use cessation resources as desired.</li> </ol>

## Resources

- Addressing Violations of the Ohio Smoke Free Workplace Law, [hr.osu.edu/policy/resources/720smokefreelaw.pdf](http://hr.osu.edu/policy/resources/720smokefreelaw.pdf)
- Approved Exceptions, [hr.osu.edu/policy/resources/720exceptions.pdf](http://hr.osu.edu/policy/resources/720exceptions.pdf)
- Frequently Asked Questions, [hr.osu.edu/policy/resources/720faq.pdf](http://hr.osu.edu/policy/resources/720faq.pdf)
- Ohio Smoke Free Workplace Law (ORC 3794), [codes.ohio.gov/orc/3794](http://codes.ohio.gov/orc/3794)
- Sample Email Regarding Tobacco Free Policy and Ohio Smoke Free Workplace Law, [hr.osu.edu/policy/resources/720email-policylaw.pdf](http://hr.osu.edu/policy/resources/720email-policylaw.pdf)
- Sample Letter of Response to an Allegation of Violation of the Ohio Smoke Free Workplace Law, [hr.osu.edu/policy/resources/720letter-smokefreelaw.pdf](http://hr.osu.edu/policy/resources/720letter-smokefreelaw.pdf)
- Talking With Individuals Who Use Tobacco on University Property, [hr.osu.edu/policy/resources/720talkwithusers.pdf](http://hr.osu.edu/policy/resources/720talkwithusers.pdf)
- Tobacco Cessation and Stress Management Resources, [hr.osu.edu/policy/resources/720cessation.pdf](http://hr.osu.edu/policy/resources/720cessation.pdf)

## Contacts

Subject	Office	Telephone	E-mail/URL
Concerns regarding faculty	Office of Academic Affairs	614-292-5881	<a href="http://oaa.osu.edu">oaa.osu.edu</a>
Policy questions, concerns regarding staff and student employees	Employee and Labor Relations; Office of Human Resources	614-292-2800	<a href="mailto:ohrc@hr.osu.edu">ohrc@hr.osu.edu</a> <a href="http://hr.osu.edu">hr.osu.edu</a>
Policy questions, corrective action for Health System staff	Employee Relations, Health System Human Resources	614-293-4988	
Concerns regarding students in the non-employment setting	Student Conduct, Office of Student Life	614-292-0748	<a href="mailto:sja@studentlife.osu.edu">sja@studentlife.osu.edu</a> <a href="http://studentconduct.osu.edu/">studentconduct.osu.edu/</a>
Signage and other facilities issues	Facilities Operations and Development, Administration and Planning	614-292-4357	<a href="mailto:service2facilities@osu.edu">service2facilities@osu.edu</a> <a href="http://fod.osu.edu">fod.osu.edu</a>

## History

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