

**Greenville Technical College
Administrative Procedures**

4-9 Tobacco Use

Insertion Date: 7-12-2013
Revision Date: _____
Removal Date: _____

Approved by:

Kiah Miller

1. It is the policy of Greenville Technical College (GTC) that all students, employees, and visitors are entitled to learn, live, and work in a safe, healthful, and comfortable environment free of tobacco smoke and its well documented impact. Tobacco use has proven negative effects for people in such an environment. This policy and procedure is applicable on all campuses and facilities owned by GTC.
2. McAlister Square and the Foundation Housing areas are exempt from this policy. The Greenville Tech Foundation has designated authority to set policy over these areas.
3. Tobacco use is prohibited in all defined locations/areas at all times. Tobacco products are defined as any product made of tobacco including but not limited to cigarettes, cigars, cigarillos, pipes, bidis, all chewing tobacco products, and electronic cigarettes, cigars, or related products. Smoking is defined as burning or other use of any of the above listed products.
4. Defined locations/areas:
 - 4.1. This policy is applicable to all college owned or leased buildings at the following campuses/locations:
 - 4.1.1. Barton Campus
 - 4.1.2. Brashier Campus
 - 4.1.3. Greer Campus
 - 4.1.4. Northwest Campus
 - 4.1.5. Admissions and Registration Center (ARC)
 - 4.1.6. McKinney Automotive Center
 - 4.1.7. SCTAC
 - 4.1.8. Buck Mickel Center
 - 4.1.9. Michelin Building

- 4.1.10. All future owned or leased properties.
- 4.2. At each location this policy applies but is not limited to areas such as:
 - 4.2.1. offices, classrooms, laboratories, meeting rooms, restrooms, lobbies, lounges, cafeterias, hallways, stairwells, elevators, building entrances, etc.
 - 4.2.2. balconies, decks, patios, and outside stairways to buildings and outdoor passageways to entrances;
 - 4.2.3. buildings on land for use by the college;
 - 4.2.4. all college vehicles;
 - 4.2.5. sidewalks parking lots, athletic venues, common areas and any and all land for use by the College including “green spaces”.
- 5. GTC will designate limited smoking areas in remote parking areas at some locations, remove all ash trays and butt containers, and post “Tobacco-Free” and no smoking signs throughout all areas.
- 6. The sale or distribution of any tobacco products (as defined above) are prohibited at all locations. This includes any clubs or organizations supported or endorsed by GTC.
- 7. GTC organizations are prohibited from accepting money or gifts from tobacco companies or from distributing free, reduced price or fully priced products including any promotional products.
- 8. Any tobacco advertising to include posters, flyers, electronic media or any other form is prohibited on GTC campus locations or leased properties as well as any future GTC leased or owned properties. Future advertisements and publications for recruitment and employment will note “Greenville Technical College is a tobacco-free institution”.
- 9. This policy will be available and distributed to all students and employees and referenced in appropriate publications such as handbooks, catalogs, and manuals.
- 10. GTC will make tobacco cessation program information and other resources available for any student or employee interested in personal tobacco cessation.
- 11. All employees should encourage compliance whenever possible. The GTC Department of Public Safety has sole authority to fine individuals for violations of this policy. Applicable fines:
 - 11.1. First offense-\$25.00

11.2. Second offense-\$50.00

11.3. Employees of the college who are determined to be in violation of this procedure are subject to disciplinary action in accordance with the SBTCE 8-5-100.1 disciplinary procedure.