

**Louisiana Community and Technical College System
Internal Policy**

Title: Tobacco-Free Policy

Authority: Board Action	Original Adoption: August 4, 2014
	Effective Date: August 5, 2014
	Last Revision: August 4, 2014

In accordance with Act 211 of the 2013 Regular Session of the Louisiana Legislature and the Louisiana Community and Technical College System (LCTCS) Policy # 6.024, LCTCS seeks to provide a safe, healthy and pleasant environment for its faculty, staff, students and visitors. To further this commitment, the System Office seeks to create a smoke free and tobacco free environment. The System Office prohibits the use of tobacco products, including smoke producing and smokeless tobacco, and the advertising, sale, free distribution, and discarding of tobacco products in all System Office facilities, anywhere on System Office property, and in all state-owned or leased vehicles.

Application

To the extent permitted by law, the System Office prohibits all employees, visitors, contractors, vendors, and others from using any tobacco containing products including, but not limited to, cigarettes, cigars, cigarillos, pipes, hookah-smoked products, smokeless tobacco, oral tobacco products, as well as electronic cigarettes while on System Office property.

The use of tobacco products shall include:

- Use or possession of a lighted tobacco product.
- Use of smokeless tobacco products, including electronic or e-cigarettes.

Responsibilities and Procedures

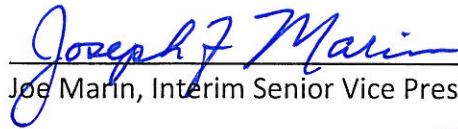
All staff of the System Office are expected to comply with the provisions of this policy. Staff are empowered and expected to professionally and respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance.

Organizers and attendees of events at System Office facilities are required to abide by this policy.

Reports of violations of this policy will be investigated and the supervisor of the violator will be informed of the results of the investigation. Violators of this policy are subject to fines and citations in accordance with state law, and may be subject to disciplinary action up to and including dismissal.

LCTCS will make every effort to make available referral options and support to staff and others who choose to pursue cessation programs. Staff should contact the Human Resources Department for assistance.

AUTHORIZING SIGNATURES:



Joe Marin, Interim Senior Vice President for Finance and Administration



Dr. Monty Sullivan, President