



Category
<b>Tobacco-Free / Smoke-Free Campus – 5:10:05:00</b>
Approval
<b>Corresponding Policies:</b> <a href="#">TBR Policy 1:07:00:00</a> ; <a href="#">TBR Policy 3:05:01:01</a>
<b>President’s Council Approved:</b> May 24, 2016
<b>Effective Date/Approved:</b> May 24, 2016
<b>Revised:</b> May 19, 2014; May 24, 2016-combined with MSCC Policy 3:00:00:03, also dated May 19, 2014, which was rescinded
<b>Responsible Parties:</b> Vice President for Student Affairs & Executive Director of Human Resources

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## I. GENERAL

In accordance with Tennessee Code Annotated (TCA) Title 4, Section 4-4-121, tobacco use is not permitted in any Motlow State Community College owned or leased property. This includes all grounds, vehicles, and buildings owned or leased by Motlow State Community College. Tobacco use is permitted in private vehicles.

## II. APPLICABILITY

This policy applies to all faculty, staff, contractors and visitors of Motlow State Community College and is in effect 24 hours a day, year round. This policy applies to all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco and snuff, as well as smokeless electronic cigarettes and other similar devices.

## III. PENALTIES

Penalties for violating this policy are as follows:

- A. Students – violations should be reported to the Dean of Students
  - 1. First offense – verbal warning
  - 2. Second offense – probation
  - 3. Third offense – suspension
  - 4. Fourth offense – expulsion
  
- B. Employees – violations should be reported to their immediate supervisor with documentation retained by Human Resources
  - 1. First offense – verbal warning
  - 2. Second offense – first written warning
  - 3. Third offense – written warning/probation
  - 4. Fourth offense – termination