

<b>System-wide Policy: SA0900 - Smoking</b>	
<b>Version: 1</b>	<b>Effective Date: 10/01/2017</b>

## SA0900 – Smoking

### Objective:

To protect the health and safety of University students, employees, and visitors; to promote a healthy and safe work, educational, and living environment; and to comply with the Tennessee Non-Smoker Protection Act and other applicable state laws, the University prohibits smoking in, and near all entrances to, all University buildings.

### Policy:

#### 1. Scope.

This policy applies to all University officials, employees, students, and visitors.

#### 2. Definition of Smoking.

As used in this policy, “smoking” means inhaling, exhaling, burning, or carrying any lighted cigar, cigarette (including an electronic cigarette), pipe, or other lighted tobacco product, in any manner or in any form.

#### 3. Prohibited Areas for Smoking.

a. Smoking is prohibited in all buildings owned or operated by the University.

This prohibition applies to all hallways, classrooms, laboratories, seminar/meeting rooms, offices, dormitories and other University-owned housing, restrooms, indoor and open-air athletic facilities, performance halls, parking garages, and all other spaces in University-owned or operated buildings.

b. Entrances to all University buildings are designated as smoke free.

Unless otherwise posted, smoking is prohibited within twenty-five (25) feet of all doorways, windows, and ventilation systems of all University buildings. Smokers are responsible for ensuring that all smoking activity, including the lighting and discarding of cigarettes, takes place a sufficient distance away from the doorways, windows, and ventilation systems of University buildings to avoid infiltration of smoke into the buildings.

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- c. Smoking is prohibited in all motor vehicles owned, leased, or operated by the University. This prohibition applies to motor vehicles rented by the University, but it does not apply to motor vehicles rented individually by an employee for the purpose of University business travel.
- d. Notwithstanding anything in this policy to the contrary, Tennessee law prohibits smoking in all private motor vehicles when being used for the public transportation of children or as part of health care or day care transportation.

**4. Compliance and Enforcement.**

- a. This policy on smoking shall be communicated in writing to all existing employees; all prospective employees upon their application for employment; all students; and all persons who violate the prohibition on smoking.
- b. University employees may report violations of this policy to their immediate supervisor, the next level of supervision, or the University employee directly responsible for the University facility in which the violation occurs. Violations also may be reported by employees, students, or others to the campus/institute human resources office or to the university-wide institutional compliance office (865-974-4438). Violations may be reported anonymously to the State Comptroller's Fraud Hotline (800-232-5454).
- c. Any University employee who is found to have violated this policy may be subject to discipline as set forth in the University Policies HR0525 and HR0580.
- d. Any University student who is found to have violated this policy may be subject to discipline in accordance with campus procedures.
- e. Nothing in this policy shall be construed to limit a supervisor's ability to establish, regulate, or limit employee work breaks, whether for smoking or otherwise.