

# HOWARD UNIVERSITY POLICY

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<b>Policy Number:</b>	200-006: Administration, Facilities and Public Safety
<b>Policy Title:</b>	SMOKE- AND TOBACCO-FREE CAMPUS POLICY
<b>Responsible Officer:</b>	Chief Operating Officer
<b>Responsible Office:</b>	Office of the Chief Operating Officer
<b>Effective Date:</b>	November 17, 2021
<b>Next Review Date:</b>	November 17, 2024

## I. POLICY STATEMENT

In order to provide a safe and healthy living, learning, and working environment for students, faculty, staff, and visitors on its campus, Howard University (the “University”) has adopted a Smoke- and Tobacco-Free Campus Policy. Smoking, vaping and the use of all tobacco products are prohibited on University property or in vehicles owned or leased by the University, except as specifically permitted below:

1. Sponsored research involving the authorized use of tobacco or tobacco products. In the case of smoking, the Principal Investigator must obtain a written waiver signed by the Vice President for Research prior to the initiation of the research. Any such waiver will designate a specific room within the facility, following inspection by the Department of Environmental Health and Safety and concurrence by the Dean (or the Dean’s Designee), and sponsored research requirements. Smoke, like all other contaminants, shall be controlled. All research involving the participation of human subjects, including research with tobacco or tobacco products, requires approval by the University Institutional Review Board (IRB).
2. Authorized theatrical smoking or vaping. Any use of tobacco products in a theatrical production that is required by the script or for character motivation shall be accomplished using non-tobacco substitute material. If a combustible product is to be used, there must be prior approval by the Department of Environmental Health and Safety. Audiences must be notified that there will be smoking.
3. This Policy does not apply to any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

The restrictions are designed to comply with the relevant sections of the Code of the District of Columbia regulating indoor smoking.

In accordance with this Policy, advertising, marketing, distribution, and promotion of tobacco products are prohibited on property owned, operated, or controlled by the University. The University also prohibits sponsorship of on- and off-campus events by the tobacco industry.

The University supports an environment free from retaliation. Retaliation against any employee who brings forth a concern in good faith, asks a question, seeks clarification, or participates in an investigation related to this Policy is prohibited.

## II. RATIONALE

The University is committed to promoting and protecting the health and well-being of all University community members and fostering an environment of respect for people and property through education and practice. This commitment, along with extensive research that documents health risks associated with tobacco use, assessments of regional and national trends, health hazards of secondhand smoke exposure, and the addictive properties of nicotine, provides a rationale for the establishment of this Policy. The Policy also expands the University's opportunities for sponsored research as a smoke- and tobacco-free campus.

## III. ENTITIES AFFECTED BY THIS POLICY

This Policy applies to all Howard University and Howard University Hospital employees, students, university affiliates, contractors, volunteers, and visitors and all are responsible for knowing this Policy and familiarizing themselves with its content.

## IV. DEFINITIONS

When used in this Policy, the following terms have the designated meanings:

- A. **Electronic Smoking Device** - Any product containing or delivering nicotine, or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- B. **Employee** – Person(s) who are on the Howard University payroll or serving Howard University. This term includes faculty, staff, and student workers.
- C. **Person of Interest (POI)** – Any person who is authorized by the University's system to be on campus, such as consultants, contractors, and other persons who are not University employees.
- D. **Smoking** - Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device, which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the cited prohibition of smoking in this Policy.
- E. **Student** – A full-time and part-time graduate or undergraduate student enrolled in a school or college of Howard University and other individuals taking or registered for classes but not enrolled in a School of College at Howard University.

- F. **Tobacco Products** – Cigarettes, smokeless tobacco, dipping tobacco, snuff, pipes, chew, cigars, and other products with tobacco as the main ingredient.
- G. **University Community** – Members of Howard University including, but not limited to, members of the Howard University Board of Trustees, students, faculty, administrative personnel, and those who are conducting any type of business on the campus, to include individuals engaged and participating in educational activities hosted by the University.
- H. **University Facility** - Any defined space of the university, including a room, lab, series of labs, building, or controlled outdoor area.
- I. **University Property** - Any indoor or outdoor property owned, leased, or controlled by Howard University.
- J. **Visitors** – All persons on University property who are not employees, POIs or WOCs, including alumni, and guests.
- K. **Without Compensation (WOC)** – Any person who is authorized by the University’s system to be on campus, such as volunteers, and other persons who are not University employees.

## V. **POLICY PROCEDURES**

The Responsible Officer has overall responsibility for the implementation of this Policy, monitoring its effectiveness, and updating the Policy as needed.

### A. **Distribution to Students, Employees and Others**

For this Policy to be successful, various offices, departments and organizations within the University community are responsible for its implementation and compliance. The Chief Operating Officer (COO), as the Responsible Officer, will coordinate a roll-out plan that delineates various roles and responsibilities as well as an implementation timetable. A strong communications and marketing component must be part of Policy implementation to ensure that students, employees, and others are aware of Policy requirements, penalties for Policy violations, and resources available to members of the University community who need help in complying with the Policy.

### B. **Smoking Cessations Programs**

As part of this Policy, the University ensures that there are smoking cessation programs available to students and employees who seek assistance. The University Counseling Service is responsible for maintaining a roster of smoking cessation programs for students and making referrals for those who seek such assistance. The Office of Human Resources is responsible for ensuring that smoking cessation programs are available to Howard University employees through the University’s Employee Assistance Program (EAP) and/or health care benefits.

### C. Signage

The Responsible Officer ensures the development and posting of appropriate signage indicating the University is a “Smoke- and Tobacco-Free Campus.”

## VI. SANCTIONS

- A. **Employees Responsibilities:** Failure to abide by this Policy may result in disciplinary action in accordance with the Human Resources policies and guidance. Employee supervisors are charged with enforcing the provisions of this Policy.
- B. **Student Responsibilities:** Failure to abide by this Policy may result in disciplinary action under the Student Code of Conduct.
- C. **POI and WOC Responsibilities:** Failure to abide by this Policy may result in the termination of agreements with the University and/or being asked to vacate campus property or activity.

## VII. WEBSITE ADDRESS

[Policy Office | Howard University Office of the Secretary](#)

Related Policies:

[Faculty Handbook | Howard University Office of the Secretary](#)  
[Employee Handbook | Howard University Office of the Secretary](#)

Other Resources:

[Tobacco-Free College Campus Initiative](#)