

Policy Title: Tobacco-Free Campus Environment

Policy Summary: Tobacco-Free Campus & Guidelines for Employees Leaving Campus to Use Tobacco Products

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

This policy clarifies that Drake University is a tobacco-free campus and provides guidelines for employees who choose to leave campus to use tobacco products.

Purpose

The purpose of this policy is to describe Drake University's tobacco free campus, to comply with the Iowa Smoke Free Air Act and to provide guidelines for employees who leave campus to smoke.

Scope

All students, faculty, staff, contractors and visitors are responsible for observing the provisions of this policy.

For purposes of this prohibition, the Drake campus includes:

- All buildings on campus – residential hall rooms and common areas; work area, private offices, conference and meeting rooms; classrooms, auditoriums, lounges and cafeterias; stairways, hallways and other enclosed spaces;
- All property maintained by Drake University, including either leased or owned property, athletics fields, sidewalks and parking lots;
- Seating areas of outdoor sporting events, stadium and other outdoor entertainment venues;
- All vehicles owned, leased or rented by Drake University;
- All vehicles when parked on University property

Policy

Drake University complies with the Iowa Smoke Free Air Act and prohibits smoking on the Drake University campus. Drake policy also prohibits the use of electronic cigarettes (e-cigarettes) on the Drake campus, with the exception of performing arts performances in which e-cigarettes may be utilized by actors as part of a theatrical production.

In addition, Drake University has chosen to be a tobacco-free campus and prohibit the use of any tobacco product while on the Drake University campus. This includes but is not limited to chewing tobacco, snuff, snus, and any product that simulates tobacco use, such as herbal chew.

Tobacco Use and Work Time - (Employees)

Employees who leave campus to smoke or use other tobacco or tobacco-like products during

working hours must have manager approval to do so. Time used for these activities during the regular workday is unpaid, but may be made up by taking a shorter lunch or extending the workday, with manager approval.

Last Review Date: January 2021

Effective Date: September 2016

Resources and Related University Policies:

- [Tobacco Free Campus - FAQ](#)
- [Smoking on Campus - Student Handbook Appendix J](#)