

Montana Tech

Tobacco Free Policy Implementation Guidelines

I. OVERVIEW

- A. On April 1, 2010, Dr. Frank Gilmore, Chancellor of Montana Tech approved the policy by which Montana Tech became tobacco free on July 1, 2010 thereby prohibiting the use of all tobacco on all properties operated by Montana Tech's campus.
- B. The "Compliance" Section of Montana Tech's Tobacco Free Policy states:
All college employees, students, visitors, guest and contractors are required to comply with this policy, which shall remain in effect at all times. Violation of this policy may be cause for disciplinary action in accordance with employee and student conduct policies.
- C. The purpose of this document is to outline implementation guidelines for this policy.

II. RESPONSIBILITIES

- A. The entire Montana Tech community (i.e., faculty, staff & students) has a responsibility to inform and educate others about the Tobacco Free Policy in a respectful and supportive manner. We rely on the courtesy and respect of tobacco users to comply with the policy.
- B. Members of the Montana Tech community may formally refer any violation of the Tobacco Free Policy.

III. RESPONSE

- A. There may be times when situations involving violations of this policy warrant some type of formal action. Examples of such situations may include: a repeat offender or someone that is rude and unwilling to comply.
 - 1. When such a situation arises, any member of the Montana Tech community may complete and submit a **Tobacco Free Incident Referral Form**.
 - 2. Referrals regarding violations of the Tobacco Free Policy for students, faculty and staff will be handled through already-established judicial/disciplinary procedures.
- B. All referrals of students, faculty or staff should be forwarded to the Chancellor's Office.
- C. All members of the Montana Tech community are advised and urged not to engage in a heated confrontation with anyone regarding the enforcement of the Tobacco Free Policy.