

ADMINISTRATIVE MEMORANDUM: 4 (Revised July 2008)
SUBJECT: Smoking Policy

Approved
M/S/J
11/7/08

A. Purpose

In 1987, the Vermont General Assembly determined that smoking is a health hazard to nearby non-smokers (No. 69, Section 1 of Public Acts of 1987). It was determined that environmental tobacco smoke is the cause of many health problems. Besides the acute effect of eye and throat irritation, passive smoking also increases the risk of lung cancer and respiratory illness in non-smokers.

In 1988, the State of Vermont's "Smoking in the Workplace Law" (18 V.S.A. Sections 1421 - 1428) went into effect. This law protects workers and employers from the harmful effects of environmental tobacco smoke.

B. Policy

Vermont law requires all employers to have a policy that either bans smoking throughout the entire workplace or restricts it to designated areas. A designated smoking area "cannot be one that non-smokers need to visit during their workday". In addition, a designated outdoor area "cannot be near doorways, windows and building supply air intakes through which tobacco smoke may readily enter the building." Employers are responsible for carrying out the provisions of the smoking policy.

Norwich University has decided to implement the same policies put in effect by the State of Vermont governing the use of State buildings. Therefore, Norwich University expressly prohibits smoking inside all University owned, leased or rented buildings. In addition, Norwich University prohibits smoking within 50 feet of (1) any entrance or exit or (2) any operable window or (3) any building ventilation system intake of any building owned, leased or rented by Norwich University.

C. Responsibility

Smoking in student dormitories is covered in Student Regulations. The Commandant / VP Student Affairs is responsible for this policy in the dorms. The Director of Human Resources will manage and oversee the smoking policy in all other areas.

D. Implementation/Guidelines

An employee aggrieved by a fellow employee's failure to comply with the smoking policy should report the grievance to his/her supervisor. The supervisor should resolve the issue if possible or report it to the Director of Human Resources.

Students aggrieved by an individual's failure to comply with the smoking policy should report the grievance to the Commandant / VP of Student Affairs.

E. Contact Office:

Commandant/VP of Student Affairs: Ext. 2135
Human Resources: Ext. 2075