



## Policies and Procedures Manual

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Title: Smoking Policy  
Policy Administrator: Director Administrative Services  
Effective Date: Jul-01-2007  
Approved by: General Counsel

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### **Purpose:**

Holy Cross is a smoke-free work environment. In support of its mission to improve and promote health and wellness, all College facilities are tobacco free environments. In regard to this mission and the **The Massachusetts Smoke-free Workplace Law** (MGL chapter 270, section 22), this policy was established.

### **Policy:**

#### **1.0 Overview**

The health hazards of smoking and secondary smoke are well documented. For health and safety reasons, all buildings of the College of the Holy Cross including residence halls are smoke free.

No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted in any part of the building or in vehicles owned, leased, or rented by the College, or during College-sponsored events.

#### **2.0 Designated Smoking Areas/Designated Smoking Breaks**

Smoking is not permitted within 20 feet of any College building entryways. Smoking is not permitted on the Stein Bridge or within 20 feet of the bridge.

Employees may smoke outside in designated areas only during breaks. No additional breaks beyond those allowed under College/department break policy may be taken for the purpose of using tobacco or similar products. Dispose of any litter properly in the receptacles provided for that purpose.

#### **3.0 Smoking Cessation Programs**

The College's human resources department has identified smoking cessation programs offered through health insurance providers and the Employee Assistance Program (EAP). Faculty and staff are encouraged to contact human resources to get all appropriate information entitled to them as part of their employee benefits.

## Procedure

### 1.0 Complaints

#### 1.1 Employees

Employee complaints of violations of this policy should be made to department heads or to human resources.

#### 1.2 Students

Student complaints of violations of this policy should be referred to the Dean of Students.

### Related Information:

Title <a href="#">Massachusetts Smoke-Free Workplace Policy</a>
Title <a href="#">Human Resources Health and Wellness Links</a>
Title: <a href="#">Human Resources Staff Directory</a>
Title: <a href="#">Dean of Students Contact Information</a>

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