

Smoking Policy

Purpose And Scope of Policy

Keck Graduate Institute (“KGI” or “Institute”) is committed to providing a safe, healthy and productive work environment for all students, faculty, staff and visitors. Consistent with this commitment, and in compliance with federal regulations KGI remains smoke and drug free. Smoking and the use of all illegal drugs, including cannabis (marijuana), are prohibited anywhere on Keck Graduate Institute-owned or leased property, both indoors and outdoors, including within vehicles parked on campus. Smoking is also prohibited within 25 feet of any Institute-owned or leased building, including entrances, exits, mechanical air-intake structures, and public or common areas.¹ This includes all Institute owned and leased housing, dining, facilities and all teaching, research, clinical and office space. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit, and to all Institute owned or leased facilities and vehicles.

- Smoking is prohibited in any facility owned or leased by Keck Graduate Institute, regardless of location.
- Smoking is prohibited in any KGI owned or leased vehicle, including electric carts.

Definitions

Smoking is defined as inhaling, exhaling, burning, carrying or possessing any lighted cigarette, cigar, pipe, electronic cigarette which creates a vapor, hookah or other lit product and including the use of any substance, including but not limited to tobacco, cloves or marijuana. Illegal drugs include all forms of cannabis, including in amounts and forms otherwise permitted by California law in non-campus locations.

Exceptions

Smoking may be permitted:

- In connection with research with prior approval of the sponsoring department and the Office of the President.
- For ceremonial use on KGI property with prior approval of the sponsoring department and the Office of the President.

Available Resource, Education and Assistance

The Los Angeles County Department of Public Health’s Tobacco Control and Prevention Program – Project TRUST (Tobacco Reduction Using Effective Strategies and Teamwork) – aims to further reduce smoking prevalence and decrease exposure to secondhand smoke, especially in disadvantaged communities, by

¹ KGI does not permit the use of marijuana for any purpose on Institute property or at Institute sponsored activities or events, even if the use is otherwise permissible under the California Compassionate Use Act, Proposition 215 or the Adult Use of Marijuana Act, Proposition 64.

Amendment Date: January 25, 2018

Administrator: Human Resources

Approval Authority: Cabinet

implementing evidence-based policies and environmental change strategies that promote tobacco cessation and smoke-free environments. For more information regarding their programs, you can reach them by phone at 1-800-NO-BUTTS or via the following link: <https://laquits.com/>

Additional information regarding programs available through KGI and The Claremont Colleges Services for students, faculty and staff are identified below:

- Students are encouraged to contact The Claremont Colleges Services, Student Health Services for programs or opportunities that may be available. For more information contact Student Health Services by phone at 909-621-8222 or via the following link:
<https://services.claremont.edu/student-health-services/>
- Faculty and Staff are encouraged to contact their health provider or the Employee Assistance Program regarding programs and opportunities that may be available. For more information contact Human Resources by phone at 909-607-7853 or hr@kgi.edu

Accountability

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of all members of the KGI community. All students, faculty, and staff share in the responsibility for adhering to and enforcing this policy. Refusal by students, faculty, or staff to comply with this policy may result in appropriate disciplinary action. Visitors who refuse to comply will be asked to leave and could be subject to arrest for trespassing should they persist.

Employee's Name (Print)

Employee's Signature

Date