

# **OLD DOMINION UNIVERSITY**

## **University Policy**

**Policy #3220**

**POLICY ON THE USE OF TOBACCO AND SMOKING-RELATED PRODUCTS, AND**

#### D. SCOPE

This policy applies to all employees, students, volunteers, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Visitors include vendors

4. The use of tobacco and smoking-related products and electronic cigarettes and vaporizers is prohibited in all University-owned, leased, or rented vehicles.
5. The use of tobacco and smoking-related products and electronic cigarettes and vaporizers is prohibited in any area in which a fire, safety or health hazard exists.
6. All combustible/flammable smoking materials (cigarette butts, matches, etc.) must be disposed of properly in a designated ash urn and not in a waste receptacle or thrown on the ground, flower beds, or mulched areas. Ash urns will be located in proximity to building entrances and anchored no closer than 25 feet from the side of a building.
7. Upon request from building occupants, "No Smoking" signage may be placed at seating areas that fall within 25 feet of a building.

#### Implementation

Implementation of this policy is the responsibility of the Assistant Vice President for Facilities Management & Construction and/or designee

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## G. RECORDS RETENTION

