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**Subject: Policy on Smoking**

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## **1. Purpose**

Virginia Polytechnic Institute and State University is committed to providing a safe, healthy, and pleasant learning and working environment for its students and employees. Medical research has shown that smoking poses hazards to one's health. Furthermore, research suggests that passive smoke may be hazardous to non-smokers. This policy is an effort to protect students and employees from the potential health hazards and discomfort of exposure to smoke, while also recognizing and respecting the rights of those who choose to smoke.

## **2. Policy**

Within facilities owned or leased by the university and in university-owned vehicles, smoking is not permitted. This also includes parking garages, covered walkways, temporary enclosed structures, trailers, and tents as well as structures placed on university-owned property by contractors or vendors. Smoking is permitted outdoors on university grounds, plazas, sidewalks, malls, and other similar open pedestrian-ways, provided smokers are at least 25 feet from an air intake, entrance or exit of any facility, including parking garages.

## **3. Procedures**

### **3.1 Employee Work Breaks**

In accordance with University Policy 4300, Hours of Work (<http://www.policies.vt.edu/4300>), supervisors may grant staff and wage employees working an 8-hour shift one morning break and one afternoon break which shall not exceed fifteen minutes each. These work breaks may be used to smoke outside buildings, as provided in Section 2 above. No additional smoking breaks are allowed.

### **3.2 Disposal of Smoking Materials**

Where ash urns are furnished, they shall be placed at outside locations (25 feet or more from entry/exit ways) to aid smokers in disposing of smoking materials.

### **3.3 Responsibility**

It is the responsibility of all students, faculty, and staff to observe the smoking policy. It is the responsibility of each supervisor, manager, department head, director, dean, and vice president to enforce the provisions of this policy in their area of accountability.

Those who smoke outside of buildings are expected to be considerate and courteous of other individuals in the university community. Smoking locations should not impede traffic flow in or out of buildings and should be in a location where smoke cannot drift into office, class or living space. Additionally, smokers should leave the smoking locations free of cigarette butts and other trash materials. All faculty, staff, students and visitors share the responsibility of keeping the campus clean, attractive, and litter-free.

#### **4. Definitions**

SMOKING is the lighting or burning of any pipe, cigar, or cigarette, or other tobacco product; or the use of any electronic cigarette or vaping device.

#### **5. References**

Virginia Tech, University Policy 4300, Hours of Work  
<http://www.policies.vt.edu/4300>

#### **6. Approval and Revisions**

Approved by the Virginia Polytechnic Institute and State University Board of Visitors on November 6, 1989.  
Effective January 1, 1990.

- Revision 1

Smoking prohibited in all university facilities and university-owned vehicles with the exception of special purpose housing and Hancock Hall Atrium.

Approved April 7, 1997, by the President, Paul E. Torgersen.

- Revision 2

Section 2.3 deleted. Smoking no longer permitted in Hancock Hall Atrium

Approved June 17, 1999, by the President, Paul E. Torgersen.

Annual Review December 2, 2001 by Executive Vice President and Chief Operating Officer, Minnis E. Ridenour.  
No revisions.

- Revision 3

Section 2 revised. The only exception to the policy where smoking is allowed is in lodging rooms designated as smoking rooms in the Donaldson Brown Hotel and Conference Center.

Sections 2.1 and 2.2 deleted. Smoking is no longer permitted in Residential and Special Purpose Housing.

Approved by Residence Hall Federation on April 23, 2002.

Approved by the Commission on Student Affairs on October 24, 2002.

Approved by University Council on December 2, 2002.

Approved by the President, Charles W. Steger, on December 2, 2002.

Approved by the Board of Visitors on March 10, 2003.

- Revision 4

Section 2 revised to read “The only exception to the policy where smoking is allowed is in lodging rooms designated as smoking rooms at The Inn at Virginia Tech and Skelton Conference Center, which is not operated by the university.” (Administrative change due to name change from Donaldson Brown Hotel and Conference Center to the Inn at Virginia Tech and Skelton Conference Center.) Revised February 8, 2007.

- Revision 5

To comply with Governor’s Executive Order 41 and guidelines promulgated by the Secretary of Administration for the Commonwealth of Virginia, as amended on July 22, 2008. The policy was revised to add the more stringent regulation that smoking is not permitted within 25 feet of an air intake, entrance, or exit of any facility owned or leased by the university, including parking garages. Smoking is not permitted in structures placed on state-owned property by contractors or vendors.

Approved by the Commission on University Support on November 20, 2008.

Approved by University Council on February 16, 2009.

Approved by President Charles W. Steger on February 16, 2009.

Approved by the Board of Visitors on March 23, 2009.

- Revision 6

Section 2 revised to remove the exemption that previously allowed smoking at The Inn at Virginia Tech and Skelton Conference Center.

Approved January 28, 2011 by President Charles W. Steger.

- Revision 7

Technical updates to references.

Approved January 3, 2017 by President Timothy D. Sands.

- Revision 8

Section 4 revised to add “electronic cigarette or vaping device” to the definition of Smoking.

Approved by the Board of Visitors on June 5, 2017.