

# How to Address People Using Tobacco on Campus

Effective January 1, 2007



# Addressing Tobacco Use

- **If you observe someone using tobacco on Western property – first or second time:**
  - Approach in a friendly manner and state “Western is a tobacco-free environment, we appreciate your support in following this policy.”
  - and/or hand them the same statement which is available on a pre-printed card (cards are available through the Student Development Office, K-100)
  - Also state, “Please don’t forget to use the ash dispensers located around the perimeter of campus to ensure all waste is disposed of properly.” Direct them to the nearest ash dispenser if necessary. [See Map of Ash Dispenser Locations.](#)
  - Say “Thank you” and leave



# Addressing Tobacco Use

- **If you observe someone using tobacco in the Courtesy Zone :**
  - Approach in a friendly manner and state “To help eliminate secondhand smoke exposure in high traffic areas, the sidewalks on 7<sup>th</sup> Street between Badger Street and Vine Street have been designated as a “**Courtesy Zone.**” A Courtesy Zone is a section of city property that the College asks individuals to refrain from using tobacco out of courtesy for the high volume of Western students, staff and visitors who use the walkway. We appreciate your support in following this policy.”
  - Also state, “Please don’t forget to use the ash dispensers located around the perimeter of campus to ensure all waste is disposed of properly.” Direct them to the nearest ash dispenser if necessary. [See Map of Ash Dispenser Locations.](#)
  - Say “Thank you” and leave



# Addressing Tobacco Use

- **Addressing repeat users:**

- If you do not know person, approach in friendly manner and state, “Hi. I’m \_\_\_\_\_ and you are?” Repeat if necessary.
- Kindly state, “as you know, Western is a tobacco free campus. Due to your continued use of tobacco on campus I will be referring the issue to...
  - For Students: “the Student Development Office for judicial consideration.”
  - For Faculty/staff: “to your supervisor for further consideration.” You can contact Human Resources to get supervisor information if unknown.
- Contact the appropriate person (Shelley McNeely for students and supervisor for faculty/staff) in writing (e-mail or written) of the situation including name of offender, dates, and any additional information about the policy violation.



# Addressing Tobacco Use

- **Uncooperative/Aggressive People:**
  - Model verbals and non-verbals you are trying to obtain
    - Maintain open, friendly posture and tone of voice
    - Be aware of body language
  - Focus on the fact that it is their behavior and their choice – “Western is tobacco free. You can choose to either stop using tobacco on campus or go through the disciplinary process. What is your choice?”
  - Use the broken record approach – repeat the same phrase/directive. Keep the focus on the directive rather than getting into a debate.
  - If person flat out refuses, don’t push issue – give space. Report incident to Student Development Office or supervisor.



# Key Points to Remember

- The policy is designed to create a healthier environment for everyone who comes to Western.
- Always focus on the behavior/object not the person. For example, it is the secondhand smoke exposure, not the smoker. It is the litter, not the smoker.
- No one is telling or expecting an individual to quit tobacco. The College is just asking those who use tobacco to be respectful when using tobacco products by refraining from using tobacco within the Courtesy Zone and utilizing the ash dispensers located throughout campus.
- Addressing this issue will only be effective if everyone addresses instances of tobacco use on campus.
- The tobacco-free policy is no more nor no less important than any other policy on campus – address it as would any other policy violation.
- Try to stick to the suggested script – will allow for greater consistency and help to reduce escalation of the situation.



# Judicial Procedure for Students

- Contact the Student Development Manager in writing (e-mail or written) of the situation including name of offender, dates, and any additional information about the incident(s).
- Non-compliance is considered a violation of the Code of Student Conduct.
- Hearing procedure will be followed in accordance with College disciplinary guidelines and/or the Nonacademic Student Suspension or Dismissal Procedure. See [Student Handbook](#).
- Action taken may range from referral for support to suspension from the College in situations where serious violations arise.



# Supervisor Responsibility in Staff Issues

- If you as a supervisor receive a written notification that an employee has repeatedly violated the tobacco free policy, it is your obligation to enforce the board policy that addresses discipline (Policy C0801, procedure C0801p)
- Supervisor's should work with the Director of Human Resources for guidance when invoking any discipline process
- The College's procedure is to follow a system of progressive discipline except in unusual and severe cases. The steps of progressive discipline normally include:
  - Oral reprimand
  - Written reprimand
  - Suspension
  - Discharge

