

PROCEDURE

Number: 74-12
Title: Smoking
Responsibility: Vice President of Finance and Administration
Original Approval Date: 09/08/2025
Last Cabinet Review: 09/24/2025
Last Revision: 06/15/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: Policy 70-46

Other:

Procedure Description

Purpose

To establish guidelines for a smoke-free college, in order to promote a safe and healthy working and learning environment for students, faculty, staff, and visitors on all Florence-Darlington Technical College 's (FDTC) campuses, sites, and College vehicle use.

Procedure

Smoking will not be allowed on/in any FDTC facility (buildings) or property (land or vehicles).

A. Smoking is defined as the burning or combustion of tobacco or any product intended to simulate tobacco; and is further defined to include the use of any and all types of cigarettes, cigars, cigarillos, pipes, smokeless tobacco (chewing tobacco, dip, snuff) and electronic cigarettes and vaping devices.

B. FDTC facility or property is defined as owned or leased buildings/properties, both indoors and outdoors, including parking lots, sidewalks, vehicles on campus, and College vehicles in use. This Procedure is in effect 24 hours a day, seven days per week.

C. Enforcement of the College's Smoking Policy depends on the cooperation of all faculty, staff and students. It is also the responsibility of each Department Head

and/or Supervisor to enforce the Policy for compliance within each area under his/her supervision, and to encourage others to comply throughout the College.

If anyone is observed violating the Smoking Policy while on college property, any individual may remind the smoker of the Policy and request that they comply with the guidelines therein. If the smoker does not comply, their violation of the College's Smoking Policy may result in corrective action including the following:

1. Students who fail to comply will be referred to the Office of Student Services and may be disciplined under the College's Student Code of Conduct.
2. Employee who refuses to comply will be subject to disciplinary actions as outlined under the College's Disciplinary Action Policy 30-26 and Procedure 31-40.
3. Other individuals who violate the Policy may be warned and/or fined by the Facilities Department/Security.

The College's Facilities Department/Security reserves the right to fine individuals (Employees, students and/or campus visitors, contractors, vendors, etc.) for violating the College's Smoking Policy. If fines are imposed, the following will apply:

- 1st Offense \$25.00
- 2nd Offense \$50.00 (and all subsequent offenses) + referral/meeting with the Office of Student Services and/or supervisor.