



Grand Canyon Education Human Resources Policies & Procedures

Policy Name	Smoking and Tobacco Use Policy	Pages	2
Department	Human Resources	Policy Number	HR-509
Subsection		Effective Date	January 1, 2015
		Revision Date	July 1, 2018

Overview

As part of Grand Canyon Education's ongoing commitment to provide a safe and healthy environment for staff and visitors, GCE maintains smoking and tobacco use in designated smoking areas only.

Scope

This policy applies to all employees, partner institution employees, contractors, vendors and visitors.

Policy

GCE limits smoking and tobacco use on all Company property to designated areas only. Smoking and tobacco use will continue to be prohibited in Company-owned vehicles privately owned and publicly owned vehicles parked on Company property. The advertising, sale, or free sampling of tobacco products is also prohibited on Company property. Littering the remains of tobacco products or any other related waste product on Company property is further prohibited.

Definitions:

- "Smoking" means
 - lighting or burning any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, and hookahs;
 - lighting or burning of non-tobacco plants or marijuana; and
 - using electronic cigarettes, e-cigarettes, hookah pens, e-hookahs or vape pipes.
- "Company property" means any property owned, leased, occupied, operated or otherwise controlled by Grand Canyon Education, including but not limited to, elevators, stairwells, restrooms, meeting rooms, hallways, lobbies and other common areas, exterior open spaces, shuttle buses, shuttle bus stops, parking garages and lots, driveways, loading docks, Company-owned streets, sidewalks and walkways.
- "Tobacco products" means all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, and hookahs, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-FDA approved nicotine delivery device or product.

Guidelines:

- The Facilities Department will post notices bearing the message "Smoking & Tobacco use in designated areas only" in prominent areas at worksites, such as at building entrances.



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- Organizers of and attendees at public events, such as conferences, meetings, and public lectures, as well as non-Company events held on Company property must abide by this policy. Organizers of such events are responsible for informing attendees of this policy.
- An individual may inform someone smoking or using tobacco on Company property of this policy and request that the smokers or tobacco users comply with the policy. Noncompliant individuals who are perceived as threatening or violent are to be reported to Public Safety.
- Individuals found to be noncompliant will be subject to existing disciplinary measures:
 - For employees, such noncompliance is to be reported to the employee's supervisor.
 - For contractors and subcontractors, such noncompliance is to be reported to Procurement or the Company division responsible for monitoring the performance of the applicable contract.
 - Visitors and members of the public who refuse to comply with this policy may be asked to leave Company property.