

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 6.5.0

Title: Tobacco Usage Policy	
Originated By: President	
Signature	Date 01/05/2009
Reviewed:	
Signature	Date
Approved:	Revised: July 1, 2011

Policy Statement: This purpose of this policy is to comply with Manhattan City Ordinance 6737: smoking in public places and places of employment and also to contribute to the health and well-being of all students, employees, and visitors at Manhattan Area Technical College. MATC shall be smoke free except as designated in this policy. Additionally, the use of all tobacco products, including chewing tobacco, is banned from the MATC workplace except as designated in this policy.

Procedure:

1. Smoking and tobacco use is prohibited in all enclosed areas within Manhattan Area Technical College worksites, without exception. This includes common work areas, classrooms, conference and meeting rooms, private offices, hallways, stairs, restrooms, employer owned vehicles, and all other enclosed facilities.
2. The only one designated tobacco areas at MATC are outdoors, within the East-side gazebo. The gazebo is located east of the main building and immediately south of the Building B. No one may smoke along any path way or walk way leading to or from the designated smoking areas, nor may employees/students/visitors smoke outdoors in any of the grassy areas or parking lots.
3. Additionally, employees/students/visitors may not smoke or use tobacco products in their personal vehicles while on campus. It is not acceptable that either smoking or non-smoking employees/students/visitors are subjected to smoke when walking to their vehicle or any other destination on the premises.
4. Employees/students/visitors that choose to use the designated smoking areas do so at their own risk. Smokers and other users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees, students, and visitors.
5. Failure to comply with this policy could result in disciplinary action and may be reported to local law enforcement authorities if deemed necessary. For complete description of Manhattan City Ordinance 6737, please contact the Manhattan City Clerk's Office: Phone: 785-587-2404