

Texas International Education Consortium Tobacco-Free Policy

Effective January 1, 2014

A. Policy Statement

The Texas International Education Consortium (“TIEC”) prohibits the use of all forms of tobacco products on TIEC property. TIEC prohibits any advertising or sale, or free sampling of tobacco products on TIEC property. Littering TIEC property with the remains of tobacco products or any other related waste product is prohibited.

B. Scope & Audience

This policy applies to all employees, students, building tenants, contractors, and visitors and is applicable twenty-four (24) hours a day, seven (7) days a week.

C. Definition of Prohibited Tobacco Products

All forms of tobacco, including but not limited to, cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and any non-FDA approved nicotine delivery device.

D. Definition of TIEC Property

Property located within the State of Texas that is owned, operated, leased, occupied, or controlled by TIEC. This includes but is not limited to all buildings and structures, parking lots and other outdoor areas, and TIEC program vehicles.

E. Responsibilities

Adherence to this policy is the responsibility of all members of the TIEC community. It is expected that students, faculty, staff, tenants, contractors, and visitors will comply with this policy. Members of the TIEC community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness of and encourage compliance with this policy.

Organizers and attendees at public events using TIEC facilities, such as conferences, meetings, public lectures, social events, and cultural events will be required to abide by the Tobacco-Free Policy. Organizers of such events are responsible for communicating the policy to attendees.

F. Enforcement of Policy

Effective implementation of this policy relies on the courtesy, respect, and cooperation of all members of the TIEC community.

1. If someone is seen using tobacco on TIEC property, an individual may inform the tobacco user of this policy and request that the tobacco user comply. If the tobacco user does not comply, details of the policy violation may be referred to the TIEC Vice President for appropriate resolution as described immediately below in this subsection (2).

2. Where cases are referred to the Vice President for resolution, such resolution may include the Vice President's referral to:
 - The appropriate supervisor when the concern is related to a TIEC employee.
 - The TIEP Director, or a designee of that Director, when the concern is related to a TIEP student or visitor.
 - The TIEC Director of Finance and Operations, or a designee of that Director, when the concern is related to contractors and non-TIEP visitors.
3. A first violation of this policy will result in a warning. Any subsequent violation by the same individual may result in disciplinary action, up to and including termination of an employee or expulsion of a student from the TIEP program.

G. Awareness and Education

The implementation of this policy is augmented by an awareness and education campaign that includes but is not limited to:

- Notification of the Tobacco-Free Policy to current and prospective students and employees through the TIEC/TIEP website;
- Notification during the TIEP student admission and enrollment process and/or during new hire orientation for TIEC employees, as applicable;
- Informational meetings, postings, and electronic notifications;
- Signage bearing the message "Tobacco-Free Zone" or the international "No Tobacco" symbol or similar notices posted at building entrances, parking lots, and courtyards. However, the Tobacco-Free Policy applies to all TIEC property whether or not such notices are posted.