

## Smoke and Tobacco Free Environment

In keeping with the intent of Palmer College of Chiropractic (College) to provide a safe and healthful work and school environment, smoking and/or using tobacco is prohibited on College premises. This includes smoking and/or using tobacco in any and all vehicles on College premises or in College owned or leased vehicles on or off College premises.

### SCOPE

The Smoke and Tobacco Free Environment policy (Policy) applies to the entire College community, which is defined as including the Davenport campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic), West campus (Palmer College of Chiropractic West) and Florida campus (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida) and any other person(s), groups, or organizations affiliated with any Palmer campus.

### DEFINITIONS

For the purposes of this Policy, the following terms shall have the meanings specified below:

- > The term **“College”** refers to Palmer College of Chiropractic, including operations on the Davenport campus; West campus; and Florida campus.
- > The term **“College community”** refers to all students, faculty, staff (including administration), and any other person(s), groups, or organizations affiliated with any Palmer campus.
- > The term **“College premises”** includes all land, buildings, facilities and other property in the possession of, owned, used or controlled by the College including adjacent streets, alleys, sidewalks and parking lots.
- > The term **“electronic cigarette”** refers to any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes or under any other product name or descriptor.
- > The term **“smoking”** refers to inhaling, exhaling, burning or carrying of a lighted cigarette, electronic cigarette, cigar, pipe or other lighted smoking product. The burning of any type of lighted pipe, cigar, cigarette or any other smoking equipment or device, whether filled with tobacco or any other type of material.

- > The term “**tobacco**” refers to any product containing, made or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, or any component, part or accessory of a tobacco product, including but not limited to, cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco and other forms of tobacco.
- > The term “**using tobacco**” refers to using any cigarette, pipe, cigar, cigarillo, electronic cigarette, hookah or other smoking equipment, the use of smokeless tobacco and the use of any other tobacco product in any form.

## **STANDARD INSTITUTIONAL POLICY PROVISIONS**

Institutional policies are supplemented by provisions that are applicable to all institutional policies. It is the responsibility of all employees and students to know and comply with these standards.

- > [Standard Provisions Applicable to All Institutional Policies](#)

# Additional Information

## **ASSOCIATED POLICIES, PROCESSES AND/OR PROCEDURES**

This Policy is supplemented below. It is the responsibility of all employees and students to know and comply with policies and procedures as supplemented.

### **POLICIES**

- > N/A

### **PROCESSES AND/OR PROCEDURES**

- > [Guide to Campus Safety and Drug and Alcohol Abuse Awareness](#)

### **FORMS/INSTRUCTIONS**

- > N/A

## OTHER RELATED INFORMATION

### *Cessation Resources*

The following resources are free to all members of the College community residing in the states of the campus locations.

#### **DAVENPORT, IA. CAMPUS**

- > Quitline Iowa is a toll-free, statewide smoking cessation telephone counseling hotline. Trained counselors provide callers with information about the health consequences of tobacco use, assistance in making an individualized quit plan and on-going support through optional follow-up calls. This resource is free to all Iowa residents. Call 1-800 QUIT NOW (1-800-784-8669) or visit <https://www.quitnow.net/iowa/>.

#### **WEST CAMPUS, SAN JOSE, CALIF.**

- > California Smokers' Helpline offers free telephone counseling, self-help materials and online help to tobacco users. This resource is free to all California residents. Call 1-800-NO-BUTTS (1-800-662-8887) or visit <http://www.nobutts.org/>.

#### **FLORIDA CAMPUS, PORT ORANGE, FLA.**

- > Tobacco Free Florida offers a variety of free and convenient resources including face-to-face classes to help tobacco users quit. The Florida Quitline and Web Coach® are available 24/7. This resource is free to all Florida residents. Call 1-877-U-CAN-NOW (1-877-822-6669) or visit <http://www.tobaccofreeflorida.com/how-to-quit/>.

### *Students*

The College's Student Academic Support Centers offers free wellness services to all students and their immediate family members. For more information, visit <http://www.palmer.edu/students/academic-success/wellness/>.

### *Employees*

Employees may utilize the employee assistance program by visiting <https://www.guidanceresources.com/>. For more information, contact Human Resources.

## **DAVENPORT, IA. CAMPUS**

- > Human Resources  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5258  
[hr.dept.ia@palmer.edu](mailto:hr.dept.ia@palmer.edu)

## **WEST CAMPUS, SAN JOSE, CALIF.**

- > Human Resources  
1000 Brady Street  
Davenport, IA 52803  
(563) 884-5258  
[hr.dept.ia@palmer.edu](mailto:hr.dept.ia@palmer.edu)

## **FLORIDA CAMPUS, PORT ORANGE, FLA.**

- > Human Resources  
4777 City Center Parkway  
Port Orange, FL 32129  
(386) 763-2665  
[hr.dept.fl@palmer.edu](mailto:hr.dept.fl@palmer.edu)

## **CONTACTS**

### ***Security***

- > [Campus Security](#)

## **DAVENPORT, IA. CAMPUS**

- > Office phone: (563) 884-5555
- > Brian Sharkey  
Senior Director for Campus Safety and Security  
(563) 884-5147  
[brian.sharkey@palmer.edu](mailto:brian.sharkey@palmer.edu)

**WEST CAMPUS, SAN JOSE, CALIF.**

- > First Security Services: (408) 568-5951
  
- > Lonnie Contreras  
 Director of Campus Administration  
 (408) 944-6011  
[lonnie.contreras@palmer.edu](mailto:lonnie.contreras@palmer.edu)

**FLORIDA CAMPUS, PORT ORANGE, FLA.**

- > United American Security: (386) 763-2777
  
- > George Oliveira  
 Director of Safety and Security  
 (386) 763-2608  
[george.oliveira@palmer.edu](mailto:george.oliveira@palmer.edu)

**HISTORY**

Last Revised: ..... January 13, 2017

Revised: ..... February 2, 2010

Adopted: ..... July 1, 2008

Last Administrative Review: ..... November 4, 2009

Responsible Officer: ..... Aaron Christopher, Ph.D., CPA, CFE  
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