VIRGINIA MILITARY INSTITUE
Lexington, Virginia

GENERAL ORDER)
NUMBER 45) 11 September 2014

Tobacco Use Policy

1. **Purpose:** To provide a safe and healthy environment for both cadets and employees of Virginia Military Institute, as it relates to the use of tobacco products.

2. **Definitions:** This policy refers to all tobacco products, to include smokeless tobacco and the use of E cigarettes.

3. **Applicability:** This policy applies to all cadets, employees, visitors, and all other individuals on VMI property. Policy for cadets is in accordance with Blue Book Regulations.

4. **Policy:**
   a. Tobacco use in VMI-owned or leased buildings, covered walkways, temporary enclosed structures, trailers, and tents as well as structures placed on state-owned property by contractors or vendors is prohibited.
   b. Tobacco use in VMI provided vehicles is prohibited.
   c. Outside smoking or tobacco use will not be permitted within 50 feet of building entrances or exits.
   d. Employees are asked to leave smoking areas free of cigarette butts and other trash materials. Ash urns are provided at outside locations to aid smokers in disposing of smoking materials.
   e. Smoking will not be permitted in outside areas identified as hazardous areas.
   f. The list of authorized locations is appended to this General Order. Note: In accordance with Blue Book Regulations, the only authorized location for cadet tobacco use is the designated area located behind barracks.

5. **Responsibilities:** It is the responsibility of supervisors, department heads, or Commandant's staff to enforce the provisions of this policy in their area of accountability.

   It is the responsibility of each employee and visitor to observe the tobacco use policy.

   Physical Plant Department will post no-smoking signs in each facility and at vestibules and lobbies, loading docks and similar entryways where persons enter and exit a facility.

6. **Sanctions:** Employee sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

7. **Exclusions:** Laboratory research and dramatic productions may be excluded from this policy with prior approval from the Chief of Staff.

8. **Interpretation:** The authority to interpret this policy is generally delegated to the Director of Human Resources in most cases, with cadet related interpretation delegated to the Commandant. The interpretations will be consistent with Governor's Executive Order 41 (2006) banning smoking in State offices and vehicles and as amended July 22, 2008

9. **Prevention, Cessation and Elimination of Tobacco Use:** Resources related to cessation of tobacco use are available from Cadet Counseling, Post Physician, and the Human Resources Office.

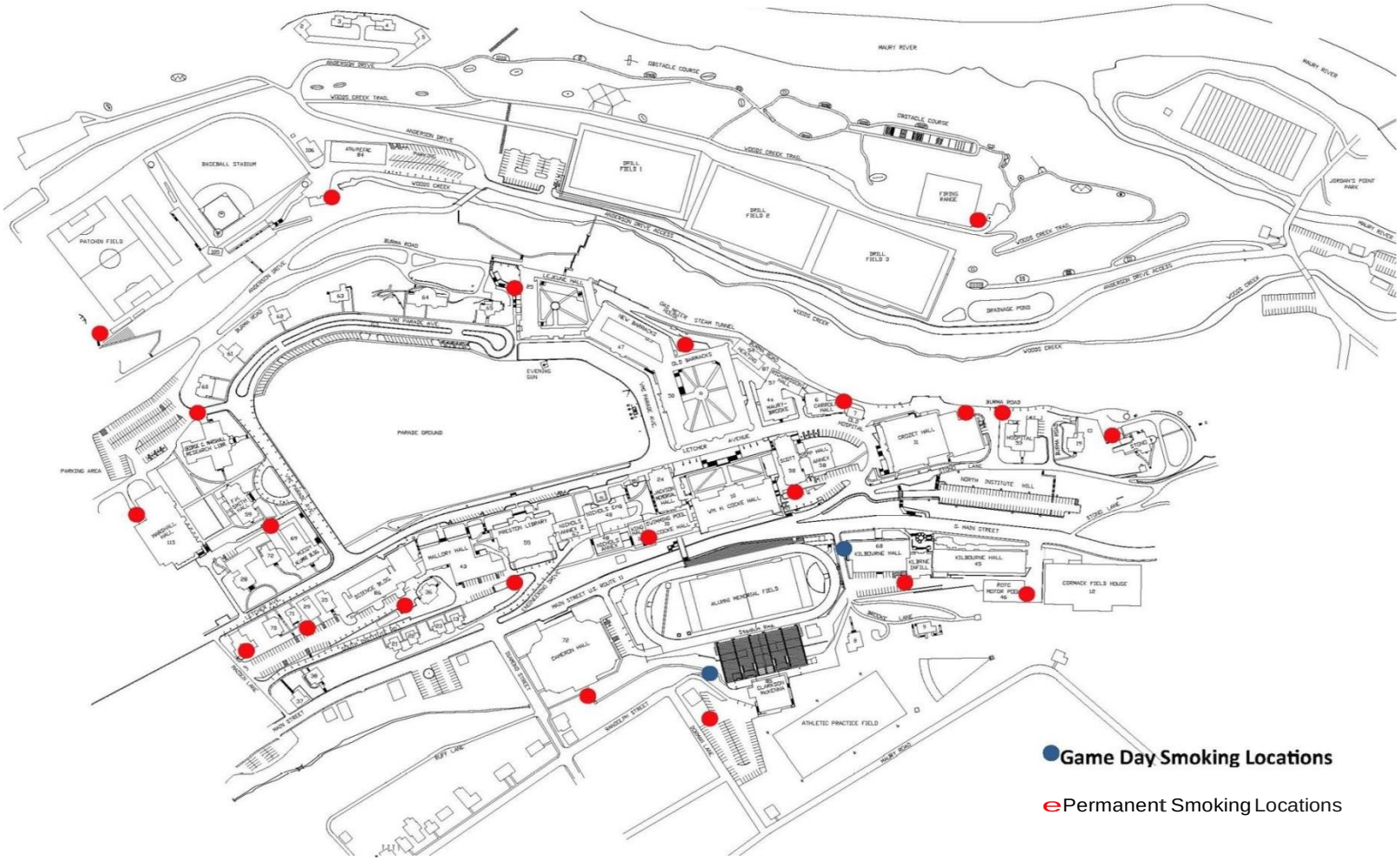
FOR THE SUPERINTENDENT:

James P. Inman
Colonel, US Army (Ret.)
Chief of Staff

DIST: E, Cadets

OPR: HR/Physical Plant

Designated Smoking Locations



VIrginia Military Institute
Post Site Plan

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