



UNIVERSITY SYSTEM
OF GEORGIA

Tobacco and Smoke-Free Policy

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON PROHIBITION OF TOBACCO PRODUCTS
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	MAY 2008
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Policy Statement

In compliance with Board policy 6.10.2 Prohibition of Tobacco Products, the use of all forms of Tobacco Products or smoking of any material on University System of Georgia (USG) Properties is expressly prohibited. Further, the advertising, sale, or free sampling of Tobacco Products on USG Properties is prohibited unless specifically stated for research purposes. All events hosted by a USG entity and by outside groups on behalf of the USG shall be tobacco-free.

This policy reinforces the USG's commitment to providing a safe and amicable workplace for all employees, students, and persons who enter USG Properties and is in accordance with the Georgia Smoke-free Air Act of 2005.

Exceptions

Limited exceptions that reflect the intent for USG campuses to be tobacco and smoke-free and are necessary for educational purposes or the advancement of research may be defined by the President as provided for in Board Policy 6.10.3.

Applicability

This policy applies to all employees. Additionally, all persons who enter USG campuses (employees, students, visitors, and contractors) shall abide by the guidelines set forth in the Board Policy 6.10 on Tobacco and Smoke-Free Campuses.

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Who Should Read This Policy

All employees should be aware of and follow this policy. Additionally, all persons who enter USG properties should be aware of and follow the Board Policy 6.10 on Tobacco and Smoke-Free Campuses.

Definitions

The following definitions apply to terms as they are used in this policy:

- **Act/Law:** The Smoke-free Air Act of 2005, (OCGA 31-12-A)
- **Employee:** Any individual who is employed by the USG for direct or indirect monetary wages and profit
- **Constituents:** Visitors, contractors, vendors, business consultants, and the general public
- **Local Governing Authority:** The USG, operating as a local board authorized to execute special services for the state.
- **State:** State of Georgia
- “Tobacco Product” is defined in Board Policy 6.10. 1.
- “USG Properties is defined in Board Policy 6.10.1”

Process and Procedures

The USG operates as a local governing authority of the state of Georgia and in accordance with state law, maintains that the use of all forms of tobacco products shall be prohibited on USG properties. All employees are expected to be familiar with and abide by the guidelines set forth in this policy. It is further established that all outside constituents visiting USG Properties for any reason will consent to this policy as well.

Processes and procedures to ensure communication, signage, and compliance should be coordinated between applicable departments.

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Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Oversight, publishing, and communication of updates related to policies on smoking in the state of Georgia	404-962-3235 usg-hr@usg.edu
Assistant Vice Chancellor for Legal Affairs	For legal-specific information regarding this policy	404-962-3255 usg-legal@usg.edu

Website Address for This Policy

- HRAP on Tobacco and Smoke-Free Campuses
- [Board of Regents' Policy on Tobacco and Smoke-Free Campuses \(6.10\)](#)

Appendices (Internal Documents, Forms, and Web Links)

- [USG Tobacco-Free Website](#)

Related Documents and Resources (External)

- [Smoke-free Air Act of 2005](#) (OCGA 31-12A-1)

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