**Internal Procedure for Tobacco Violations Involving Faculty or Staff**

**Approval Date: August 15, 2014**

Compliance with the Tobacco Free campus policy is mandatory for all members of the campus community. Violations of the policy can be reported to the Tobacco Task Force chair or designee via text to 71855 or by email to TobaccoFreeUM@mso.umt.edu. If the violation involves a faculty or staff member, the chair will forward the information to the HR or faculty Task Force representative for follow-up.

Follow-up steps:

1. First violation: A Task Force representative will contact the reported violator for a one on one meeting or phone call. The following will be addressed during the meeting:
	1. Policy content and reasons UM adopted the policy
	2. Cessation resources
	3. The reporting system for violations
	4. A reminder to follow the policy
2. Second violation: The violator will be sent a standard email which will:
	1. Include the reason for the policy,
	2. Reiterate that the policy is mandatory for all employees,
	3. Recap past conversations, and
	4. Remind the violator to adhere to the policy in the future.
3. Repeat offender: The Tobacco Task Force will provide recommendations for action regarding chronic re-offenders on a case-by-case basis. The Task Force may present recommended actions to the University Faculty Union, relevant Staff union, and Human Resource Services.