NORTH VALLEY COLLEGE FOUNDATION INC.

Office of Student Affairs in collaboration with the Gender and Development Office

COMPREHENSIVE SMOKE-FREE AND VAPE-FREE CAMPUS POLICY

SECTION 1: TITLE AND LEGAL RATIONALE

Title: This policy shall be known as the Comprehensive Smoke-Free and Vape-Free Campus Policy of North Valley College Foundation Inc.

Rationale: In compliance with Executive Order No. 26 (Providing for the Establishment of Smoke-Free Environments), Republic Act No. 9211 (Tobacco Regulation Act of 2003), Republic Act No. 11900 (Vaporized Nicotine and Non-Nicotine Products Regulation Act), and CHED Memorandum Order No. 63 (s. 2017), North Valley College Foundation Inc. is committed to protecting the health, safety, and well-being of all students, faculty, staff, and visitors. This policy establishes a 100% smoke-free and vape-free institutional environment inside and outside the school premises.

SECTION 2: STATEMENT OF GENERAL POLICY

North Valley College Foundation Inc. strictly prohibits the smoking, vaping, sale, distribution, donation, and advertisement of tobacco, electronic cigarettes, heated tobacco products (HTPs), and related accessories within all campus premises and within a 100-meter perimeter radius from all institutional boundaries. No designated smoking or vaping areas shall be permitted within the campus or its mandated perimeter.

SECTION 3: SCOPE AND DEFINITION OF TERMS

1. Scope: This policy applies to all students, academic and administrative personnel, school officials, contract workers, vendors, parents, guests, and visitors at all times, 24 hours a day, 7 days a week.

2. Prohibited Products: Includes conventional cigarettes, cigars, pipes, Electronic Nicotine/Non-Nicotine Delivery Systems (ENDS/ENNDS), e-hookahs, heated tobacco products (HTPs), atomizers, e-liquids, and related paraphernalia.

3. On-Campus Premises: Refers to all land, buildings, classrooms, laboratories, auditoriums, offices, hallways, stairwells, restrooms, cafeterias, sports facilities, quadrangles, parking lots, and institutionally owned or leased vehicles.

4. Off-Campus Buffer Zone: Refers to the 100-meter perimeter zone extending outward from all campus perimeter fences, gates, entry points, and official institutional activity off-site venues.

SECTION 4: CORE POLICY PROHIBITIONS AND PROVISIONS

- **1. On-Campus Prohibition:** Absolute ban on smoking and vaping inside all buildings, open grounds, vehicles, and facilities of North Valley College Foundation Inc.
- **2. Off-Campus 100-Meter Buffer Zone:** Smoking or vaping within the 100-meter perimeter radius outside all school gates, perimeter walls, and adjacent pedestrian walkways is strictly prohibited pursuant to national law.
- **3. Sale and Distribution Ban:** The sale, distribution, sampling, or promotional marketing of tobacco, vape products, and e-liquids is strictly forbidden within the campus and within the 100-meter buffer zone.
- **4. Industry Sponsorship Ban:** North Valley College Foundation Inc. refuses all sponsorships, grants, research funding, or promotional materials from the tobacco and vape industries.
- **5. Brand Display & Merchandising:** Display of tobacco or vape product brand names, logos, or promotional clothing inside the campus premises is strictly prohibited.

SECTION 5: SCHEDULE OF VIOLATIONS AND DISCIPLINARY SANCTIONS

Offense Level	Student Sanctions	Personnel / Staff Sanctions	Visitors / Third-Party Vendors
1st Offense	Official Written Warning; mandatory attendance in Smoking/Vape Cessation Counseling (Guidance).	Written Reprimand from HR; endorsement to Wellness Program.	Immediate verbal warning and eviction from campus premises.
2nd Offense	3-Day Suspension; mandatory community service; parental notification (for minors).	Official Written Warning in Personnel File; 1-Day Suspension without pay.	Permanent revocation of campus access; cancellation of vendor permit.
3rd Offense	5-Day Suspension; referral to Student Disciplinary Board for non-readmission/expulsion review.	Disciplinary Hearing; suspension without pay or termination of employment per Labor Code.	Escalation to local police / Barangay officials for municipal ordinance violation.

SECTION 6: HEALTH PROMOTION AND CESSATION SUPPORT

- **Cessation Programs:** The Guidance and Counseling Center shall offer confidential smoking and vape cessation counseling services, behavioral intervention programs, and referrals to accredited health facilities.
- **Educational Campaigns:** The Office of Student Affairs, in coordination with the College Health Services, shall conduct regular seminars and campaigns on the health hazards of tobacco, secondhand smoke, and vaporized nicotine.

SECTION 7: IMPLEMENTATION, ENFORCEMENT, AND GOVERNANCE

- **Office of Student Affairs (OSA) & Security Unit:** Leads enforcement, monitors compliance, conducts campus inspections, and processes violation reports.
- **Human Resource Management Office (HRMO):** Monitors staff compliance, manages personnel disciplinary proceedings, and oversees employee wellness integration.
- **Campus Physical Plant Office:** Ensures high-visibility 'NO SMOKING AND VAPING' signage is posted at all gates, perimeter walls, hallways, and common areas.

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