

SUBJECT: Smoke-Free Environment

RELATED DOCUMENTS

OSHAD-SF Abu Dhabi Occupational Safety and Health System Framework V3.1; Federal Law No. (15) of 2009. HR Policy Manual Chapter 09, Section 4 Disciplinary Code.

SECTION 1 POLICY STATEMENT

- 1.1. Smoking of any substance is restricted to designated areas of KU campuses.
- 1.2. The sale of tobacco is prohibited on all campuses from retail outlets and vending machines. Tobacco advertising, promotion and sponsorship are prohibited in the university environment.

SECTION 2 SCOPE AND APPLICABILITY

- 2.1. This policy document applies to:
 - 2.1.1 University faculty, staff, students, contractors and visitors on university premises or grounds;
 - 2.1.2 University workplaces including campuses, accommodations, properties, buildings, vehicles, or other areas owned, controlled or leased by the university;
 - 2.1.3 Retail vendors and tenants operating or occupying university owned, controlled or leased premises; and
 - 2.1.4 Student residences owned, leased, or operated by the university.

SECTION 3 PURPOSE

- 3.1. This policy has been developed as part of the university's commitment to reduce the exposure of faculty, staff, students, visitors and contractors to environmental tobacco smoke whilst on university premises or at university workplaces.

SECTION 4 DEFINITIONS

The following definition(s) apply to this policy document:

- 4.1. **Environment:** Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelationships.
- 4.2. **Workplace:** The place where work, educational activities, or campus recreation is carried out and includes any place where an employee or student goes, or is likely to be, while at work including a vehicle, vessel, aircraft or other mobile structure.
- 4.3. **Smoking:** The inhalation and exhalation of smoke from burning tobacco, herbs or drugs by using any apparatus such as cigarettes, e-cigarettes, pipes or cigars.
- 4.4. **Environmental Tobacco Smoke:** a combination of smoke from the burning end of a tobacco product (side stream smoke) and smoke exhaled out by a smoker (exhaled mainstream smoke).

SECTION 5 PROVISIONS AND GUIDELINES

- 5.1. The university smoke-free environment rules and regulations are widely communicated to all parties. Means of communication include, but are not necessarily limited to,
 - 5.1.1. Erecting required no-smoking signs;
 - 5.1.2. Erecting appropriate signage identifying designated smoking areas;
 - 5.1.3. Informing event attendees and other visitors of the smoke free environment; and
 - 5.1.4. Ongoing communication and liaison with the university community.
- 5.2. Any person who receives a request to not smoke in a common area such as an outdoor eating area is expected to respond cooperatively and courteously. Violators of the smoke free environment policy are subject to disciplinary action as per the provisions of *Chapter 09, Section 4 Disciplinary Code* of the HR Policy Manual.
- 5.3. In regard to the Smoke-Free Environment, KU:
 - 5.3.1. Disseminates information regarding this policy to new employees through induction;
 - 5.3.2. Monitors the completion of corrective actions as a result of the hazard and incident reporting process; and
 - 5.3.3. Subject to demand, coordinates "Quit Smoking" programs for staff.

SECTION 6 RESPONSIBILITIES

- 6.1. The executive vice president is responsible for the implementation of this policy document and its provisions.
- 6.2. Managers and supervisors ensure compliance with the smoke free environment policy and provisions for areas and personnel under their responsibility.
- 6.3. Employees, students and visitors are responsible for complying with this policy and its provisions.
- 6.4. The HR and EHS directors have the overall monitoring authority for this policy document and for effectively communicating this policy to all levels of KU.

SECTION 7 REVIEW STATEMENT

- 7.1. This policy is reviewed once every five (5) years, or more frequently when requested by the executive vice president or subsequent to changes in governing documents.

SECTION 8 APPROVAL AUTHORITY AND REVISION HISTORY

This policy document has been approved by the Khalifa University of Science and Technology's Board of Trustees. Original documentation is on file in the Office of the President. The online version is definitive.

First disseminated by the Office of the President on 01 January 2018

Most Recent Review: 01 January 2018

Revision History:

Revision No.	Effective Date	Description
2		
1		
0	01 January 2018	Policy document first adopted.

Next scheduled review: 01 January 2023

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