



# Smoke and Tobacco-Free Environment

<b>Responsible Officer:</b>	Chief Risk Officer
<b>Responsible Office:</b>	RK - Risk / EH&S
<b>Issuance Date:</b>	[]
<b>Effective Date:</b>	1/2/2014
<b>Scope:</b>	UCOP Staff, Visitors and Contractors

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## I. POLICY SUMMARY

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The University of California is concerned about the toll that smoking and tobacco use has on the health and well-being of the University community. As a public institution of higher education with units that research and treat the effects of smoking and tobacco use, UC recognizes its responsibility to exercise leadership in the promotion of a healthy, smoke/tobacco-free environment for all students, employees, and visitors.

In a letter, dated January 9th, 2012, President Yudof announced to all Chancellors that the University of California (UC), as a national leader in healthcare and environmental practices, all UC campuses, building, and owned/operated properties will be smoke and tobacco-free environments effective January 2, 2014. Additionally, each campus was directed to develop campus specific policies and procedures to implement the smoke and tobacco-free directive.

This policy is specific to University of California, Office of the President (UCOP) locations, buildings, and owned/operated properties. The policy and associated procedures are intended to provide a healthier, safe and productive work and learning environment for the entire UCOP community. UCOP is committed to a healthy office culture and environment.

## II. DEFINITIONS

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**Members of the UCOP Community** include faculty, staff, students, volunteers, contractors, and visitors to all University controlled properties.

**University Controlled Properties** refers to University owned properties including those leased to others as well as properties leased to the University in which the University has a 100% ownership interest or an exclusive lease interest.

**Smoke/Tobacco-Free** means that smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e.g., e-cigarettes) is strictly prohibited on all University controlled properties.

**Smoking** means inhaling, exhaling, burning, or carrying of any lighted or heated tobacco product, as well as smoking substances that are not tobacco, and smoking instruments.

**Tobacco Use** includes inhaling, smoking, chewing, dipping, or any other assimilation of tobacco products.

**Tobacco Product** means all forms of tobacco, including but not limited to cigarettes, cigars, pipes, hookahs, electronic cigarettes, and all forms of smokeless tobacco.

**Tobacco-Related** means the use of tobacco brand or corporate name, trademark, logo, symbol, motto, or selling message that is identifiable with those used for any brand of tobacco products or company which manufactures tobacco.

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## III. POLICY TEXT

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UCOP, effective January 2nd, 2014, prohibits smoking and the use of tobacco products at all University controlled properties. Smoking, and the use of smokeless tobacco products, e-cigarettes, and unregulated nicotine products are strictly prohibited. This smoke/tobacco-free policy and associated procedures apply to all UC controlled properties, owned or leased, regardless of location. In addition, the sale and advertising of tobacco and tobacco-related products are prohibited at all UC controlled properties except for advertising in newspapers, magazines, or other written materials sold, bought, or distributed on UCOP property. For property acquired or received by gift or bequest after the effective date of this policy, the provision of this policy shall apply (i) 30 days following the date of such acquisition or receipt, if the property is then unoccupied; or (ii) if the property is occupied at the time of acquisition or receipt, 30 days following the expiration of such preexisting occupancy agreement.

Smoking and/or tobacco use may be permitted for traditional ceremonial activities of recognized cultural and/or religious groups.

This policy applies to all members of the UCOP community including faculty, staff, students, alumni, volunteers, contractors, visitors, and anyone entering onto University-controlled properties. It is applicable twenty-four (24) hours a day, seven (7) days a week. UCOP understands that the success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers, alike.

This policy serves the UCOP goal of meeting sustainable green building design standards through LEED (Leadership in Energy and Environmental Design) certification.

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#### **IV. COMPLIANCE / RESPONSIBILITIES**

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All faculty, staff, students and visitors to UCOP are expected to adhere to this policy and the applicable procedures. Students, faculty, and staff have a collective responsibility to promote the safety and health of the campus community. When individuals observed using tobacco are reminded of this policy, it should be done in a respectful manner.

In order to maintain a smoke/tobacco-free environment and enhance awareness and foster compliance, informing others about the policy will be an on-going effort. Adherence to the policy is the responsibility of all students, faculty, staff, and visitors. A comprehensive education and outreach campaign—including resources and referrals for cessation assistance are available.

Effective implementation depends on the respect and cooperation of all members of the University community. In an ongoing effort to enhance awareness and encourage a culture of compliance, members of the UCOP community are encouraged to respectfully inform others about the policy. It is the responsibility of senior management, as well as directors, and department heads to communicate this policy to their employees.

In addition, visitors, guests, volunteers, trainees, vendors, contractors, and supplemental staff employed through contract agencies must be made aware of and are expected to adhere to this smoke/tobacco-free policy.

Through the authority provided in California Government Code 7597.1, the governing bodies of the University of California have the authority, in establishing policy for smoking and tobacco use, to set enforcement standards at local campuses.

*There will be no reprisal against anyone seeking assistance in enforcing this policy.*

<b>Violation of Policy By</b>	<b>Referred To</b>
Faculty Member	Academic Senate
Staff Member	Unit Supervisor
Volunteers/Interns	Unit Supervisor
Student	Student Conduct & Academic Integrity Programs/Housing Judicial/Resident Advisor
Visitor	Building Security
Vendor/Contractor	Purchasing/Architects & Engineers/Physical Plant

Noncompliance with the policy is handled in accordance with Personnel Policies for Staff Members (PPSM) policies 62-65 pertaining to disciplinary actions and Academic Personnel Manual (APM) policies 015-016 pertaining to the Faculty Code of Conduct and administration of discipline; and APM 140 and 150 pertaining to Non-Senate Academic Appointees.

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## **V. PROCEDURES**

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The implementation of this policy is augmented by an awareness and education campaign that includes but is not limited to:

- Notification of UCOP Smoke/Tobacco-Free policy to current and prospective employees through communication available on University websites;
- Notification during the admission and enrollment process for UCDC students and during recruitment and new hire orientation for faculty and staff, as applicable;
- Informational meetings, postings, and electronic notifications;
- Tobacco cessation programming for students and employees;
- Notices bearing the message “Smoke/Tobacco-Free Building” or the international “No Tobacco” symbol or similar signage will be posted at major vehicular crossways, pedestrian crosswalks, and building entrances. However, the Smoke/Tobacco-Free Campus policy applies to all University controlled properties whether or not notices are posted.
- Organizers of public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using University facilities will responsible for assuring that participants are aware of the requirement to abide by this policy. Organizers of such events are responsible for communicating the policy to attendees.
- Individuals residing in University-owned properties and visitors to those properties.
- Communicating with neighbors, local businesses, and others residing, working, or visiting in the surrounding communities.

## **VI. RELATED INFORMATION**

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- UC Smoke-Free White Paper
- President Yudof Letter of 01/09/12 to the UC Chancellors
- Surgeon General of the United States: [www.surgeongeneral.gov/tobacco](http://www.surgeongeneral.gov/tobacco)
- California Penal Code, Section 626.6
- California Government Code, Sections 7596-7598
- California Government Code, Section 19994.30-19994.35
- LEED Certification
- Stop Smoking For Good – Resources To Help You Quit
- [tobaccofreeca.com](http://tobaccofreeca.com)

## **VII. FREQUENTLY ASKED QUESTIONS**

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For a list of frequently asked questions, visit the UCOP Smoke at Tobacco Free website at [www.tobaccofree.ucop.edu](http://www.tobaccofree.ucop.edu). The website also provides an option to ask questions, as well as links to other helpful information, including links to other UC campuses, as well as universities and colleges that have successfully implemented a similar policy

## **VIII. REVISION HISTORY**

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This is the first version of this Policy.