



Section/Number: The section number will be assigned by the Provost Office.

Section Title: The section title will be assigned by the Provost Office.

SMOKE-FREE AND TOBACCO-FREE ENVIRONMENT

Effective Date: 07/01/2024

1. **Policy**

~~The Policy Statement states who should follow the policy and when the policy applies. what the people involved do.~~

2. **Reason for Policy***

The purpose of this Operating Policy/Procedure (OP) is to provide for the health and safety of students, faculty, and staff by controlling fire hazards, assuring a smoke-free environment in all academic and administrative facilities.

3. **Procedures**

1. In the interest of providing a smoke-free environment, smoking is prohibited in all campus academic, administrative facilities.
2. Smoking areas must be located 25 feet from any pedestrian entrance (ingress or egress) or public place. This includes any entryways or walkways leading to entrances.
3. There will be no smoking above the first floor of any building.
4. In the case of athletics, the prohibition applies to both indoor and outdoor facilities. Smoking is allowed under the stand on the south west side of the Campus.
5. All buildings that are under the control of the Residential Operations and Facilities Management are nonsmoking buildings, including the Activity Center, all dining areas, and all areas of residence halls, including individual rooms.
6. Employees interested in tobacco use cessation services should contact the Office of Human Resources for information and referral.
7. Persons having reason to complain about violations of this policy should first seek resolution of the problem by asking the smoker(s) to comply voluntarily with this OP. If resolution of the problem cannot be achieved by this means, a complaint should be made to the head of the unit or office of the security manager. If the head of the unit is part of the smoking activity, the complaint should be made to the next level supervisor. Heads of units are advised that such complaints can be made without risk to student or employee evaluation.
8. When continued and/or obvious abuse of the policy is evident, appropriate actions will be taken by the following individuals to assure compliance.
 - a. The Facility management office will be responsible for cases involving students.
 - b. The Vice President of Administration will be responsible for cases involving faculty.

c. The appropriate vice president will be responsible for handling cases involving non-faculty employees.

d. The Security & Safety Manager will be responsible for handling cases involving individuals who are not student, faculty, or staff of the university.

9. Electronic cigarettes will not be permitted other than in the areas already mentioned in this OP.

4. **Who Should Read This Policy***

All members of the North American University community

5. **Related Documents and References**

6. **Contacts**

For further inquiries, please call or email:

Director of Residential Operations & Facilities Managements

832-230-5015

housing@na.edu