

UT SOUTHWESTERN POLICY HANDBOOK

Chapter 4: Campus Security and Preparedness

SEC-205: Tobacco-Free Environment

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ADMINISTRATIVE INFORMATION

Responsible Office: Office of Human Resources
Executive Sponsor: Vice President for Human Resources
Effective Date: November 9, 2013
Last Reviewed: October 29, 2013
Next Scheduled Review: October 29, 2018
Contact: policyoffice@utsouthwestern.edu

POLICY RATIONALE AND TEXT

UT Southwestern has a responsibility for and is committed to maintaining a safe and healthy environment for our employees and customers. In keeping with this philosophy, UT Southwestern shall maintain a tobacco-free workplace free of all forms of tobacco products and smoking devices as defined in this policy.

Smoking and/or using tobacco products is prohibited on all property that is owned, operated, leased, occupied, or controlled by the institution. "Property" for purposes of this policy includes buildings and structures, grounds, parking structures, enclosed bridges and walkways, sidewalks, parking lots, and UT Southwestern vehicles. There will be no designated smoking areas, since no level of tobacco use is considered to be safe. No tobacco products will be sold on the campus either by UT Southwestern or outside vendors.

It is the responsibility of each individual employee to ensure that a healthy environment is provided by example and deed. Employee cooperation and support of this policy are essential to its success. Therefore, tobacco-cessation support will be provided to all employees (and their dependents who are covered under the UT Select health benefit plan) who wish to quit the use of tobacco.

Employees are to report events of tobacco use to the supervisory staff or security. To enforce our tobacco-free environment, employees found using tobacco products or smoking devices anywhere on UT Southwestern property will be subject to disciplinary action, up to and including termination of employment.

SCOPE

This policy applies to anyone on the property of UT Southwestern Medical Center, including without limitation employees, faculty, clinical residents and fellows, postdoctoral fellows, students, patients, visitors, volunteers, contractors, and vendors.

RESPONSIBILITIES

Employees: All employees are encouraged not to use tobacco in any form. Employees found violating this policy may be reported to their dean, chair, or department head for possible disciplinary action. Employees are also responsible for informing their guests of this policy.

Supervisors: It is the responsibility of all supervisors to report employees found violating this policy and to enforce disciplinary action under this policy as appropriate.

DEFINITIONS

Smoking Device – any device used to smoke tobacco products (e.g., pipes, water pipes or hookah, etc.), as well as any electronic smoking device (i.e., any electronic or battery-operated device, the use of which resembles smoking, which can be used to deliver nicotine or other substances to the individual inhaling from the device).

Tobacco Product – any product made or derived from tobacco that is intended for human consumption, including without limitation cigarettes, cigars, any form of smokeless tobacco (e.g., snuff, chewing tobacco, etc.).

UT Southwestern Property – open areas or enclosed spaces that are owned, operated, leased, occupied, or controlled by the institution, including buildings and structures, grounds, parking structures, enclosed bridges and walkways, sidewalks, parking lots, and UT Southwestern vehicles.

PREVIOUS HANDBOOK POLICY CHAPTER AND NUMBER

1998 *Handbook of Operating Procedures* Chapter 2.8.8

HR Policy Memorandum 9.020: Smoking Prohibition

RELATED STATUTES, OTHER POLICIES, REQUIREMENTS, OR STANDARDS

Rule 80111 of UT System Board of Regents' *Rules and Regulations*

Texas Administrative Code Title 25, Part 11, Chapter 703, §703.20

REVISIONS AND UPDATES

October 29, 2013: Modified policy and definitions to include additional prohibition of smoking devices, such as electronic cigarettes.

CONTACTS/FOR FURTHER INFORMATION

Office of Human Resources 214-648-9810