

**UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	Previously 8.2.4 (June 2000)
Section 4.2	Employee Relations	Revised:	November 2017
<b>Policy 4.2.5</b>	<b>Tobacco Use Policy</b>	Responsibility:	Vice President for Human Resources

## **TOBACCO USE POLICY**

---

### **Purpose**

The purpose of this policy is to provide a tobacco-free environment for all employees, staff and faculty, trainees/students, residents and visitors of the UT Health San Antonio campus as part of its mission to promote public health.

---

### **Policy**

As part of its primary mission, UT Health San Antonio is dedicated to providing a healthy and comfortable work environment for everyone. For this reason, all UT Health San Antonio campus buildings, institutional grounds and facilities shall be entirely tobacco and smoke-free.

All tobacco use is banned from UT Health San Antonio workplaces, whether these workplaces are owned, leased, operated, or otherwise controlled by UT Health San Antonio. This ban on tobacco products covers the use of such products within any institutional facilities and on campus grounds, entryways, and parking lots and structures. No tobacco products can be used in vehicles that are being operated on work locations that are owned, leased, operated or otherwise controlled by UT Health San Antonio. Tobacco use will not be permitted in personal vehicles when transporting persons on authorized institutional business.

No tobacco products will be sold on the campus either by UT Health San Antonio or outside vendors.

By the nature of business of UT Health San Antonio, 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 is essential to its success.

---

### **Scope**

This policy applies to all employees, staff and faculty, adjunct faculty, trainees/students, residents, patients, contractors, volunteers and other visitors of UT Health San Antonio when they are on a UT Health San Antonio campus or in a facility owned, leased, operated, or otherwise controlled by UT Health San Antonio.

---

**UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	Previously 8.2.4 (June 2000)
Section 4.2	Employee Relations	Revised:	November 2017
<b>Policy 4.2.5</b>	<b>Tobacco Use Policy</b>	Responsibility:	Vice President for Human Resources

---

**Definitions**

**INSTITUTIONAL FACILITIES AND CAMPUS GROUNDS:** For the purpose of this policy, this extends the smoking ban to the border of the public roadways.

**TOBACCO PRODUCTS:** Includes all forms of tobacco, cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, smokeless tobacco, snuff, chewing tobacco, vaping, electronic cigarettes (i.e., e-cigarettes), and any non-FDA approved nicotine delivery device.

**TRAINEE:** An individual holding an educational appointment through Academic & VISA Administration regardless of compensation status or benefits eligibility.

---

**Procedure**

1. Information about this policy will be made available through signs posted in facilities, through online institutional policies, and in orientation materials and training of new staff and faculty, including adjunct faculty, trainees/students, residents and other members of UT Health San Antonio’s workforce.
  2. Visitors will be informed of this policy through signs posted in and around our facilities, and it will be explained by their hosts. Visitors will be directed to the street or sidewalk off UT Health San Antonio property if they intend to consume tobacco products.
-