



Policy Number and Chapter: 04.011 Administration

Policy Title: Smoke and Tobacco-Free Workplace and Campus

Policy Statement: In the interest of promoting the health, well-being and safety of students, faculty, staff and campus visitors, the University of North Texas (UNT) prohibits smoking and the use of tobacco products on UNT property.

Application of Policy: All students, faculty, staff, visitors, contractors and sub-contractors while on UNT property.

Definitions:

1. **Smoking.** “Smoking” means inhaling and/or possessing a lit pipe, cigar, cigarette or any other smoking equipment filled with tobacco.
2. **Tobacco Products.** “Tobacco Products” means all forms of tobacco products including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, smokeless pouches or other forms of loose-leaf tobacco.
3. **University Property.** “University property” means all indoor and outdoor areas and facilities owned, operated, leased, occupied, or controlled by the university, including but not limited to residence halls, academic and auxiliary buildings, athletic complexes and facilities, sidewalks, green spaces, parking lots and roadways, walkways, sidewalks, parking facilities, bus depots and all university-owned vehicles.

Procedures and Responsibilities:

1. UNT prohibits smoking and the use of tobacco products on all university property by all individuals, including contractors and subcontractors providing services on behalf of the university, except in the following circumstances:
 - a. Individuals may smoke in their personal vehicles provided that the windows are closed and waste products are disposed of properly.
 - b. A research project involving tobacco products may be permissible. The principal investigator must obtain prior approval and a waiver from the Vice President for Research and Innovation and Risk Management Services (RMS).
 - c. As part of an educational or clinical objective. The facilitator(s) must obtain prior approval of the dean or director responsible for the facility, or in their absence, the Vice President for Research and Innovation and RMS.

- d. A university-authorized theatrical performance that requires smoking as part of the artistic production. The director and/or performers must obtain prior approval from the head of the department or program in charge of the production.
 - e. Commercial tenants of a university-owned mixed-use property are not subject to this policy. But the part of such university property occupied by UNT employees is subject to this policy.
2. Exceptions to this policy are not permissible on University Property receiving Cancer Prevention and Research Institute (CPRIT) grant funds.
 3. The sale and distribution of tobacco products is prohibited on UNT property.
 4. Tobacco Product Cessation Program. UNT is committed to supporting all employees who wish to cease using tobacco products. Assistance is available through the UNT Employee Assistance Plan (EAP).
 5. Enforcement of this policy is primarily the responsibility of all UNT students, faculty, staff and visitors.
 - a. UNT students, faculty, staff and visitors should respectfully seek compliance from those in violation of the policy in an ongoing effort to enhance awareness and promote a culture of compliance.
 - b. Event organizers at public events, such as conferences, meetings, lectures, protests, and social, cultural and sporting events using university facilities, should provide advance notice to attendees of the obligation to comply with this policy.
 6. An individual who witnesses a violation of this policy should initially seek voluntary compliance through an informal request to the individual.
 - a. If informal requests for compliance are unsuccessful, the witness to the violation should contact [Human Resources](#) or the [Office of the Vice President of Student Affairs](#) who will refer the matter to the appropriate administrative official.
 - b. Repeat offenses may be referred for consideration in accordance with established administrative/disciplinary policies and procedures.

Responsible Parties: All students, faculty, staff and visitors on university property

References and Cross-references:

Forms and Tools:

UNT EAP <https://www.untsystem.edu/hr-it-business-services/human-resources/employee-assistance-program-eap>

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| Policy Contact: | Elizabeth With |
| Approved Date | 11/19/2012 |
| Effective Date | 01/01/2013 |
| Last Revision: | 12/20/2019 (Effective 01/01/2020) |