

## **SMOKING**

### **I. SCOPE**

All employees.

### **II. PURPOSE**

The University of St. Thomas is committed to providing the members of its community with a safe, healthful and smoke-free studying, living, and working environment. Since the health hazards of passive smoking are substantial, the University's policy to promote a smoke-free indoor workplace and campus is designed to be attentive to the preferences of non-smoking employees and students.

### **III. POLICY**

Smoking is defined, for the purposes of this policy, as the possession of a lighted tobacco product. Smoking or possessing illegal substances, such as marijuana, hashish, any forms of cocaine or any other substances prohibited by law, is dealt with in other University policies but is no way sanctioned by this policy

Smoking is permitted in designated outdoor areas only. These will be clearly marked. If a building has two or more entrances, smoking will be permitted only at the lowest-use entrance, as determined by normal pedestrian traffic. Signs will designate both the Smoke-Free and the Smoking Permitted entrances.

Indoors, all buildings and facilities are designated entirely smoke-free; there will be no designated smoking areas inside of any University of St. Thomas building, and signs will be posted near all entrances indicating that the building is a smoke-free facility.

All designated smoking areas must be in compliance with the City of Houston Ordinance #92-565 and consistent with the University's principle of providing a healthy environment of the University Community. (Violation of Ordinance #92-565 is a Class C Misdemeanor, punishable by a maximum fine of \$200.00) All violations should be reported to the UST Security.

Noncompliance with this policy (more than two instances of smoking in a designated smoke-free area) will be entered into an employee's permanent employment file and/or student's permanent non-academic file.

In order to assist full-time faculty, staff or administrators desiring to quit smoking, the University will reimburse a full-time employee, upon successful completion, the cost of an approved Smoking Cessation Program. Full-time employees must contact Human Resources for a list of approved programs, prior to the beginning of such program. On campus housing is classified as a "residential area" rather than workplaces. Accordingly, they have separate policy (please refer to the Residence Life Handbook).

Amended January 8, 2003

Supersedes Smoking Policy #417 written 7/1/95