



Institutional Handbook of Operating Procedures

Policy 3.7.6

Section: Employee Related Subject	Responsible Vice President: Executive Vice President of Business and Finance
Subject 3.7: Employee Health and Wellness	Responsible Entity: Human Resources

I. Title

Tobacco Free Policy

II. Policy

As a health care organization, the University of Texas Medical Branch (UTMB) has a responsibility and is committed to maintain a healthy environment for everyone who works and visits the institution. For the health of all employees, students, patients, and visitors, use of all tobacco products including use of electronic cigarettes is prohibited on all campus grounds, in on-campus buildings, and in off-campus buildings either owned or leased by UTMB.

The sale or free sampling of tobacco products on UTMB property or at UTMB sponsored events is also prohibited.

Use of tobacco products is prohibited for UTMB employees who are working at UTMB sponsored events.

The institution operates a smoking cessation program, Commit to Quit, to assist tobacco users in breaking the cycle of nicotine addiction. http://hr.utmb.edu/hpw/commit_to_quit/

Limited and appropriate individual exceptions, particularly a medical exception in clinical treatment situations, may be considered by the president of the institution or by the president's designee who, in considering whether to grant the exception, will review any sponsored research requirements.

The institution communicates this policy via campus signage conspicuously posted on building entrance doors, in lobbies, elevators, restrooms and other areas of public access. All employees are encouraged to remind visitors to the campus who violate this policy that UTMB is a tobacco free facility.

III. Employee Violations

- A. The institution has a zero-tolerance for employees who violate the tobacco free policy on all campus grounds, in on-campus buildings, and in off-campus buildings either owned or leased by UTMB. As such, the following disciplinary actions will be taken when violations occur.
- B. UTMB Police will take an active role in enforcement of this policy.
- C. Violations observed by UTMB Police will be reported to Human Resources so that appropriate disciplinary action may be taken.
- D. Violations observed by UTMB supervisors will result in disciplinary action up to and including termination. Supervisors who observe employees from another department in violation of this

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policy must report the violation in writing to the appropriate department supervisor or to Human Resources. Supervisors who receive a report of violation or observe a violation of this policy by one of their own employees must take appropriate disciplinary action based on the Discipline and Dismissal Policy.

E. Supervisors shall also make a referral of the employee to the UTMB Commit to Quit Program.

IV. Student Violations

A. The institution has a zero-tolerance for students who violate the tobacco free policy anywhere in its buildings or on campus grounds.

B. As outlined in [IHOP 7.1.3, Student Conduct and Discipline](#), disciplinary proceedings may be initiated against a student who commits a violation of a UTMB rule or regulation.

V. Patient and Visitor Violations

Campus police will inform patients and visitor who are found to be using tobacco products in any UTMB facility or on campus grounds of this institutional policy. Patients and visitors who refuse to abide by the policy will be asked to leave the campus.

VI. Definitions

Tobacco Products: all forms of tobacco, including but not limited to cigarettes, cigars, pipes, electronic cigarettes, smokeless tobacco, snuff and chewing tobacco.

University Property: all property that is owned, operated, leased, occupied, or controlled by the University. This includes but is not limited to all buildings and structures, sidewalks, parking lots, walkways and attached parking structures owned or controlled by the University and all University-owned vehicles.

VII. Relevant System Policies and Procedures

[Regents' Rule 80111](#) Smoke Free or Tobacco Free Policies

VIII. Dates Approved or Amended

<i>Originated: 01/01/1990</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
07/12/2012	07/08/2016

IX. Contact Information

Human Resources
(409) 772-8699