

UT SOUTHWESTERN POLICY HANDBOOK

SEC-205 Tobacco-Free Environment

Chapter 4: Campus Security and Preparedness

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Administrative Information

Responsible Office: Office of Human Resources

Executive Sponsor: Vice President and Chief Human Resources Officer

Effective Date: January 1998

Last Updated: November 7, 2024

Contact: policyoffice@utsouthwestern.edu

POLICY LINK

To ensure appropriate access when sharing or linking to this policy, *copy and paste* this URL:

<https://secure.compliance360.com/ext/eTdzCB1c7L4=>

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.

It is UT Southwestern policy that 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. Employees are responsible for informing their guests of this policy.

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. Employees are to report events of tobacco use in violation of this policy to the supervisory staff or security.

It is the responsibility of all supervisors to report employees found violating this policy to the Office of Human Resources. In consultation with the Employee Relations Division in the Office of Human Resources and the University Police Department, supervisors must take action under this policy as appropriate.

To enforce our tobacco-free environment, employees found using tobacco products or smoking devices anywhere on UT Southwestern property may be reported to their dean, chair, or department head, and will be subject to disciplinary action, up to and including termination of employment.

Employees are encouraged not to use tobacco in any form. UT Southwestern encourages students, faculty, and staff to use available tobacco cessation resources listed on the UT Southwestern [Benefits and Wellness](#) website.

SCOPE

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

DEFINITIONS

Smoking Device – any device used to smoke tobacco products intended for inhalation by using any form of cigarette, cigar, e-cigarette, water pipe, hookah, e-hookah, bidis, kreteks, or vaping, 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 – for the purposes of this policy, any product made or derived from tobacco that is intended for human consumption, including without limitation lighted or unlighted cigarettes (e.g., clove, bidi, kreteks), e-cigarettes, cigars, cigarillos, pipes, hookah products; any other smoking product; and any smokeless, spit or spitless, dissolvable, or inhaled tobacco products including but not limited to pouches, dip, chew, snuff, or snus, in any form (e.g., orbs, sticks, lozenges, strips, pellet, etc.).

UT Southwestern Property – for the purposes of this policy, open areas or enclosed spaces, wherever located, 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.

RELATED STATUTES, POLICIES, OR STANDARDS

- UT System Board of Regents' *Rules and Regulations*, Rule 80111: Smoke Free or Tobacco Free Policies
- *Texas Administrative Code*, Title 25, Part 11, Chapter 703, §703.20

CONTACTS/FOR FURTHER INFORMATION

Office of Human Resources

- Phone: 214-648-9810
- Email: hr@utsouthwestern.edu

POLICY HISTORY

November 7, 2024: Completed scheduled review; incorporated the Responsibilities into the policy; updated the definitions for "Smoking Device" and "Tobacco Product."

December 17, 2018: Completed scheduled review; removed reference to UT Select tobacco cessation benefits and added a link to the Benefits and Wellness website for tobacco cessation resources.

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

July 1, 2011: Transferred HR Policy Memorandum 9.020 Smoking Prohibition to online *Handbook* as SEC-205 Tobacco Free Environment.

September 1, 1998: Published as HR Policy Memorandum 9.020 Smoking Prohibition.

January 1998: Published as 2.8.8 Smoking Prohibition.