



جامعة عجمان
AJMAN UNIVERSITY

SMOKING POLICY

April 2022

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Policy Owner	Environmental Health and Safety Officer	Responsible Office	Office of Environmental Health and Safety
Approved By	Chancellor	Effective Date	April 2022
		Next Review Date	April 2025

1. Purpose

The purpose of this policy is to reduce the number of smokers on campus and to support those who wish to stop smoking; discourage freshmen students from starting the habit as university students and to raise awareness on the dangers of smoking.

2. Scope

This policy will apply to all students, faculty and staff members, contractors, vendors and visitors.

3. Statement

Exposure to second-hand smoke and the use of tobacco products are significant health hazards. In order to maintain a healthy environment at AU and to promote the prevention of illness and encourage students, faculty and staff to lead a healthy lifestyle, a smoking policy has been put in place to reduce the use of tobacco products on campus.

"Smoking" refers to inhaling or exhaling, burning, carrying or processing any lighted tobacco products. "Tobacco products" include but are not limited to any lighted cigarette, cigar, pipe, midwakh, dokha, bidi, electronic cigarette or any other smoking device that emits smoke/vaping, along with any form of smokeless or spit tobacco such as dip, chew, or snuff.

4. Roles and Responsibilities

Every member of AU community is responsible for the enforcement, maintaining and communication of this policy. Responsibilities include:

- Complying with the policy and communicating it to others
- Cooperating to regulate smoking behavior on campus
- Protecting nonsmokers from being passive smokers
- Maintaining a healthy environment throughout the campus

Those responsible for the application of the policy are the EHS Committee, Office of Environmental Health and Safety, Unit of Community Services, security guards, Office of Student Services, and Office of Human Resources.

5. Procedure

- 1- While students, faculty and staff members, and visitors are encouraged to make healthier choices, AU has created clearly-marked designated smoking areas. Six open areas on campus have been designated for smokers, equipped with benches and ashtrays as per the below table: (Refer to Appendix A - Location map of smoking areas)

Building	Section	Block/ Entrance
Student Hub Building	Male	Main Entrance
J1 Building	Male	Block A
	Female	Block C
J2 Building	Male	Block A
	Female	Block B
Sheikh Zayed Center for Exhibition and Conferences	Male	VIP Entrance

- 2- Smoking and vaping is only permitted in designated smoking areas.
- 3- Smoking in corridors, stairways, bathrooms, and roof areas is completely prohibited.
- 4- Dispose of used cigarette butts properly at designated cigarette bins. Make sure that you completely extinguished the fire from your cigarette before throwing it away to prevent fire.
- 5- Refrain from throwing used cigarettes on the ground, grass area, walkways, parking, and other open areas on campus.
- 6- Do not peer pressure others into smoking.

6. Sanctions (Students)

There is a three-level warning system in place for AU students caught smoking outside these above-mentioned designated areas.

First time violation

The student will be given a verbal warning by the University Security and their ID will be confiscated. The student will need to meet with the EHS Committee to discuss the violation and collect the ID card within 48 hours. If the student refuses to hand in their ID, they shall be referred to the Student Disciplinary Committee.

Second time violation

Should the student be caught violating the policy a second time, he or she will be given a first official written warning, which will be placed in his/ her file and sent to his/ her student email.

Third time violation/ repeat violators

The student will be subject to disciplinary action as determined by the Student Disciplinary Committee. In addition, the student will also be required to complete 5 hours of community service.

7. Sanctions (Faculty and Staff)

First time violation

The employee will receive a verbal notification from the security guard on duty in the area of the violation.

Second time violation

The employee will receive a written warning from the Office of Human Resources.

Third time violators

The employee will be subject to disciplinary action as determined by the Faculty Accountability Committee/ Staff Disciplinary Committee. A third violation will be factored into the employee's annual performance evaluation.

Document History

<i>Version</i>	<i>Date</i>	<i>Update Information</i>	<i>Author/ Reviewer</i>
V 1.0	09/03/2020	New Policy	EHS Committee/ Chief Operating Officer
V 1.1	30/05/2021	Minor updates	EHS Committee/ Chief Operating Officer
V 1.2	25/03/2022	Updates to Procedure and designated smoking areas	EHS Officer/ Chief Operating Officer

Appendix 1: Designated Smoking Areas

