
POLICY: I: 32 - Tobacco Use/Smoking, Vaping Regulations
Procedure Review: Annually

DATED: July 2016
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APPROVED: Executive Director of Facilities and Construction:

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I. INTRODUCTION

Facilities Management maintains a smoke-free policy in support of the university Smoking, Vaping, Tobacco and Nicotine Regulations policy 1111 which prohibits smoking in any part of a university building or within 25 feet of such buildings, as well as university vehicles, equipment or non-designated smoking areas.

II. PURPOSE

The purpose of this policy is to promote a healthy work and educational environment, as well as provide guidelines for smoking on university grounds and facilities. This policy applies to FM employees, vendors, and contractors while on university owned or operated buildings, vehicles or equipment.

III. DEFINITION

Smoking - The carrying or holding of any kind of lighted smoking equipment, or device; or the lighting, inhaling, or exhaling of smoke or vapor from a pipe, cigar, cigarette, e-cigarette or any other smoking device of any kind. Smoking devices may or may not contain nicotine.

II. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction – Responsible for the overall communication and implementation of this policy.
- B. Directors, Managers, and Supervisors - Responsible for ensuring employees in their department are informed of this policy.
- C. Employees – Responsible for complying with University policies and departmental procedures.

III. PROCEDURE

- A. Smoking is prohibited inside any university owned or leased building.
- B. Smoking and the use of tobacco products is prohibited in University vehicles, including buses, vans, and vehicles leased by/to the University on or off-campus.

- C. Smoking and the use of tobacco products is prohibited while using University owned or leased equipment, including lawn mowers, golf carts, tractors, utility carts (Gators, RTV's), street sweepers, etc.
- D. Smoking is prohibited at any time during a workday except during approved work breaks, and then, only at university designated locations or inside private vehicles. There are no additional breaks beyond those allowed under the Human Resources Employee Handbook guidelines that may be taken for smoking.
- E. Dispose of any litter properly.

IV. COMPLIANCE

A complaint against a FM employee who fails to respond to a request to comply with this policy may be reported. Refusal of FM employees to comply with this policy may result in disciplinary action.