



# GLOBAL SMOKE-FREE CAMPUS POLICY STATEMENT

## Purpose

This policy has been developed to protect all employees, service users, students and visitors from exposure to second-hand smoke. This policy also supports the University to comply with its statutory obligations as follows:

- Scotland: The Smoking, Health and Social Care (Scotland) Act 2005
- Malaysia: The Control of Tobacco Product Regulations 2004
- Dubai: UAE Federal Law No15 2009

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

## Policy

It is the policy of Heriot-Watt University that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment.

This policy applies to all employees, consultants, contractors, customers, students and visitors.

This Smoke Free Policy not only applies to any materials or devices using tobacco but also applies to any other smoking processes including use of vaping devices, e-cigarettes, electronic nicotine delivery systems and any similar devices or equipment and substances.

Smoking of any kind is prohibited throughout and within 5 metres of all University Buildings.

Whilst a smoking prohibition is not a legal requirement in domestic premises such as student residences it is a condition of the tenancy agreement in University accommodation that smoking is prohibited in all residential buildings. Occupants are responsible for ensuring that any invited guests abide by this University Policy.

Smoking is also prohibited in University vehicles.

Stubbing out bins can be found widely dispersed throughout the University Campuses and smokers are expected to use these for extinguishing cigarettes.

## Implementation

Overall responsibility for policy implementation and review rests with the Secretary of the University.

The Secretary of the University is responsible for ensuring that all existing employees, students, consultants and contractors are informed of the policy and their role in the compliance, implementation and monitoring of the policy.

All staff are obliged to adhere to and facilitate the implementation of the policy. This means that all staff have a responsibility to point out to any fellow employees, visitors and/or students who may be smoking, that it is unlawful to do so in any public place and/or any workplace and that the person(s) should extinguish their smoking materials or device immediately.

Appropriate 'No smoking' signs are clearly displayed at the entrances to and within University Buildings.

### **Non-Compliance**

Any student or staff member found to be smoking in any University buildings or vehicles covered by this Policy will be subject to the appropriate disciplinary procedure as with any illegal behaviour. Incidents can be reported in the first instance to the line manager or the person responsible for the area in which smoking is taking place; or direct to the Secretary of the University (or Provost in Dubai or COO in Malaysia).

### **Help to stop smoking**

#### In the UK

Most GPs and Health Centres in the UK offer Smoking Cessation clinics within the locality for registered patients.

Other sources of support are:

- Smokeline – 0800 848484 or [www.nhs.uk/smokefree](http://www.nhs.uk/smokefree)
- NHS Scotland Support <https://www.nhsinform.scot/healthy-living/stopping-smoking/help-to-stop/local-help-to-stop-smoking/>

#### In Dubai

- Dubai Health Authority

#### In Malaysia

- Ministry of Health