

Texas Woman's University
University Policy Manual

Policy Name:	University Tobacco Policy
Policy Number:	2.44
Date Passed:	June 2013
Date Reviewed:	
Next Review:	June 2016
Signed By:	Chancellor and President

PURPOSE

Texas Woman's University has a vital interest in maintaining a healthy and safe environment for its students, faculty, staff and visitors while respecting individual choice. Consistent with these concerns, the following policy has been established to create a tobacco-free campus.

POLICY

Texas Woman's University discourages the use of all tobacco products and prohibits the use of all tobacco products on property owned and/or operated by Texas Woman's University.

Use of tobacco products is prohibited indoors and outdoors at the Denton, Dallas, and Houston campuses, facilities, and all student housing units. In addition, tobacco use is prohibited in all university owned vehicles operated by all personnel. The Houston campus is bound by Houston ordinances prohibiting tobacco on campus

Littering the campus with remains of tobacco products or any other disposable product is prohibited.

Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using facilities owned and operated by Texas Woman's University will be required to abide by the tobacco-free policy and procedure. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

Tobacco Breaks

TWU recognizes equal work breaks (when breaks are permitted) for tobacco users and non-tobacco users. Additional time for tobacco breaks is not allowed.

Allowances

The use of tobacco products is allowed for use in personal vehicles, provided:

- i. the windows are closed;
- ii. all tobacco waste products are properly disposed of.

The following academic allowances may also be permitted:

- a. A research project involving tobacco products. The principal investigator must obtain prior approval and a waiver from the Assistant Provost for Promotion of Research & Sponsored Programs. The Director of Environmental Health and Safety must also grant prior approval.
- b. As part of an educational or clinical objective. The facilitator(s) must obtain prior approval of the dean or director responsible for the facility, or in their absence, the Vice President for Research and Sponsored Programs. The Director of Environmental Health and Safety must also grant prior approval.
- c. A university authorized theatrical performance that requires the use of tobacco as part of the artistic production. The director and/or performers must obtain prior approval from the department chair or program director in charge of the production. The audience of such artistic endeavors must be informed that tobacco use will be a part of the production.

Sale and Advertising of Tobacco

Texas Woman's University prohibits the sale of tobacco products on all campuses. TWU also prohibits advertisements for tobacco in all official campus publications. The distribution of tobacco samples on all campuses is prohibited.

Campus student organizations are prohibited from accepting money or gifts from tobacco companies.

EDUCATION AND AWARENESS

The implementation of this policy is augmented by an education and awareness campaign that may include but not be limited to:

- i. notification to prospective students and staff/faculty hires;
- ii. informational meetings, postings, and e-mail notifications;
- iii. publication in staff/faculty human resources manuals, student guides and handbooks, and appropriate web sites;
- iv. educational campaigns employing classmates and colleagues;
- v. ongoing tobacco cessation programs;
- vi. establish culture of compliance through peer oversight.

ENFORCEMENT

Cooperation and consideration between smokers and nonsmokers are necessary to assure the successful implementation of this policy. All members of the Texas Woman's University community are responsible for observing the provisions of this policy and communicating the policy to campus visitors.

Employees who have supervisory responsibilities are also responsible for communication and enforcement of this policy.

Adherence to the policy cited above is the responsibility of all Texas Woman's University students, faculty, staff, and visitors. It is expected that all students, faculty, staff, and visitors to campus comply with this policy. Members of our campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance.

An individual who feels that there has been a violation of this procedure may invoke the following actions:

- i. The individual should attempt to resolve the problem informally by requesting that the individual comply with the procedure.
- ii. If direct appeal fails and the behavior persists, the individual should contact the Office of Human Resources or Office of the Dean of Students for referral to the appropriate administrative official.
- iii. Repeat offenses by the same person shall be dealt with through already established administrative/disciplinary policies and procedures. Violations could result in referral to the appropriate university officials for disciplinary action in accordance with established student, staff, and/or faculty codes of conduct and procedures.

POLICY REVIEW

The Vice President for Finance and Administration will review this Operating Policy with recommendations forwarded through normal administrative channels to the Chancellor and President.