



Qatar University No Smoking Policy

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1. POLICY STATEMENT

It is the policy of Qatar University to provide a smoke free environment for its faculty, staff, students, visitors, and contractors and the general public attending campus events. Qatar University recognizes the health risks associated with second hand smoke and to mitigate these risks as well as preserve the rights of individuals who choose to smoke inside the campus.

Effective Dec, 31 2020, Qatar University shall be a smoke-free campus.

2. SCOPE AND APPLICATION

This policy applies to all faculty, staff, students, visitors, and contractors.

We expect all staff, students and visitors to comply with this policy. We believe that this will be accepted by the majority of the community and do not feel the need to introduce penalties for those individuals who do not comply at this time. We strongly encourage you to use the designated smoking zones if you would like to smoke, and we will support other staff members and students to do the same.

The policy does make formal disciplinary processes available for people who persistently fail to comply with this policy. We are very reluctant to use these and will always seek an informal resolution before considering formal procedures.

Students

All students are expected to comply with the policy and smoke only in designated smoking area. If you encounter someone smoking outside a smoking zone, please remind them of the policy politely and ask them to stop. If you are smoking outside a smoking area and someone approaches you, be co-operative and stop smoking immediately.

QU Staff and Contractors

All QU staff and Contractors staff are expected to comply with the policy and smoke only in designated smoking area. The University does not make allowances for smoke breaks in contracts, but staff members are free to smoke during lunch and break periods. Employees are responsible for their own conduct if they choose to smoke and are not entitled to additional time for smoking breaks.

If you encounter someone smoking outside a smoking zone, please remind them of the policy politely and ask them to stop. If you are smoking approached outside a smoking zone, be co-operative and stop smoking immediately.

Visitors

All visitors are expected to comply with the policy and smoke only in designated smoking zones. If you encounter someone smoking outside a smoking zone, please remind them of the policy politely and ask them to stop. If you are smoking outside a smoking zone and someone approaches you, be co-operative and stop smoking immediately.

Visitors who fail to comply with the policy may be asked to leave University premises.

3. DEFINITION OF TERMS

As used in this policy, the following terms are defined as follows:

Entire QU Community:

Shall refer to faculty, staff, students, contractors, visitors and externally affiliated individuals or companies renting university-owned space or working on university-owned and operated property.

Smoke-Free:

Shall mean that smoking, the use of smokeless tobacco products, the use of unregulated nicotine products, and the use of e-cigarettes and the like is strictly prohibited in indoor and outdoor Qatar University e.g. offices, classrooms, toilets, parking areas, and open places.

Smoking:

Shall refer to inhaling, exhaling, burning, or even carrying of smoking instruments, any lighted or heated tobacco product, as well as smoking substances that are not tobacco.

Tobacco Product:

Shall refer to all forms of tobacco, including but not limited to, cigarettes, cigars, pipes, hookahs, electronic cigarettes, as well all forms of smokeless tobacco.

Tobacco-Related:

Shall refer to the use of tobacco brand or corporate name, trademark, logo, symbol, motto, or selling message that is identifiable with those used for any brand of tobacco products or company which manufactures tobacco.

University-Controlled Properties:

Shall refer to the University-owned properties including those leased to others as well as properties leased to the University.

4. PROCEDURES

4.1 Enforcement and Consequences of Noncompliance:

Following the presentation of the Smoke-Free Policy, a wide-scale information and consultation campaign will be launched across the Qatar University.

- 4.1.1** Information leaflets/emails, interactive web information, and campaign of smoking cessation supports.
- 4.1.2** No smoking signs shall be posted within 3 meters of all building entrances indicating the no-smoking policy of each building in the University Controlled Properties.
- 4.1.3** Smoking or use of any tobacco product / tobacco related will only be allowed in the University-Controlled Properties upon approval of the proposed designated smoking area.
- 4.1.4** The Smoke -Free Policy will be broadcasted or distributed to the entire QU community.
- 4.1.5** The Smoke -Free Policy shall also be incorporated in the staff contract, and new staff orientation program.
- 4.1.6** The Smoke -Free Policy shall also be incorporated in the Student Handbooks, so as to enlighten both current and in-coming students.
- 4.1.7** The Smoke -Free Policy shall also be incorporated in the QU-Contractor contracts and induction program for new contractor employees.
- 4.1.8** Appropriate penalties shall be imposed upon any person caught violating the Smoke-Free Policy.
- 4.1.9** To this end, the entire QU community must comply with this policy. Individuals who will be caught smoking or using tobacco product/tobacco related in the University-Controlled Properties shall be asked to stop, he/she shall be referred to his/her supervisor or authorized personnel as stated in the noncompliance measures for appropriate action.

4.2 Smoking Designated Areas:

The Health and Safety Section under Facilities and GS Department in coordination with other QU- Parties shall assign some areas in the QU premises as smoking designated areas as follows:

- 4.2.1.1 The smoking designated areas shall be separated by solid partitions with an entrance door on which (SMOKING AREA) shall be displayed both in English and Arabic Languages.
- 4.2.1.2 The smoking designated areas shall be located at least 7.5 meters from all entries, outdoor air intakes, and operable windows
- 4.2.1.3 The smoking designated areas shall be ventilated outside the building to avoid any air contamination inside the building.
- 4.2.1.4 The smoking designated areas shall be designed to accommodate the occupants according to the number of seats inside.

5. NON-COMPLIANCE

Any member of the entire QU community / contractors / visitors engaging in smoking or use of tobacco product/related product in violation of this policy shall definitely be subjected to one of the following whichever is applicable:

- a. Faculty/staff shall be referred to their supervisor or authorized personnel for appropriate action.
- b. Students shall be referred to the office of V.P. Students Affairs for appropriate actions.
- c. Contractors shall be referred to their respective employers via the QU's incharge personnel or section for appropriate action.
- d. Visitors shall be asked to leave the university premise if they fail to conform to the policy when advised.