Policy on: Smoke-Free Campus

July 2020

Policy Title Perspective	Policy on: Smoke-Free Campus	
Policy Owner	Sustainable development center	
Developed By		
Approval Body	Quality Assurance	College Board
Approval Date		
Review Cycle	Every 3 years	
Email		
Contact Number	+968 24583	

Revision		
	Date	Revised By	Major Changes
Revision 1			
Revision 2			
Revision 3			

1. Statement.

This Policy is hereby developed to create a healthier, safer, and cleaner environment for all employees, students, and visitors by establishing a smoke-free campus.

2. Policy Purpose.

2.1 Protect all individuals from the harmful effects of secondhand smoke by creating a smoke-free environment.

2.2 Promote healthier lifestyle choices among the campus community by encouraging smoking cessation.

2.3 Reduce the negative environmental impacts associated with smoking, such as littering and pollution.

2.4 Enhance the overall atmosphere of the campus by maintaining clean, smoke-free areas.

2.5 Ensure compliance with national laws and regulations regarding smoking in public spaces.

3. Definitions and Abbreviations.

3.1 Smoke-Free: An environment where smoking is prohibited in all areas, whether indoor or outdoor.

3.2 Smoking: The act of inhaling, exhaling, or holding lighted tobacco products, including cigarettes, cigars, pipes, and any other lit or heated products intended for inhalation.

3.3 Secondhand Smoke: Smoke inhaled involuntarily from tobacco being smoked by others.

4. Stakeholders.

This policy applies to: All MCBS stakeholders.

5. Procedures.

The following steps are to be followed in implementing this policy:

5.1 Establishment of Smoke-Free Zones

5.1.1 Stage 1: Facilities team will Identify all indoor and outdoor areas where smoking will be prohibited.

5.1.2 Stage 2: They will clearly mark these areas with signage indicating "No Smoking" zones as seen in Appendix III.

5.1.3 Stage 3: Sustainability center will communicate the designated smoke-free zones to all stakeholders.

5.2 Enforcement Procedures:

5.2.1 Stage 1: Facilities team will develop and communicate procedures for reporting violations of the smoke-free policy.

5.2.2 Stage 2: They will dedicate personnel responsible for enforcing the policy and handling complaints, if any.

5.2.3 Stage 3: Human resource department will take corrective actions in the event of violations, including warnings and penalties where applicable.

5.3 Smoking (Reducing or Quitting) Support Programs

5.3.1 Stage 1: Provide resources and programs to support individuals who wish to quit smoking through MCBS clinic

5.3.2 Stage 2: Offer educational materials and workshops on the health risks of smoking through the clinic and counsellor

5.3.3 Stage 3: Collaborate with local healthcare providers for smoking cessation programs through the clinic and counsellor

6. Roles and Responsibilities.

6.1 Management and Facilities team
- Ensure compliance with the smoke-free policy.
- Monitor designated smoke-free zones.
- Handle reports of policy violations and take appropriate actions.

6.2 MCBS Clinic and Counsellor
- Develop awareness programs for employees.
- Provide support and resources for smoking cessation programs.
- Address any complaints or concerns regarding policy enforcement.

6.3 Sustainability Center Team and Facilities team
- Install and maintain "No Smoking" signage across the campus.
- Ensure that all outdoor and indoor areas are properly marked and maintained.

6.4 Sustainable Development Club

- Promote awareness of the environmental impact of smoking through campaigns and events.
- Lead initiatives to keep the campus clean by organizing litter clean-up drives and educational programs on the effects of smoking-related waste.
- Collaborate with the campus community to create engaging activities and workshops that encourage healthier, smoke-free lifestyles.
- Assist in monitoring compliance by educating peers about the smoke-free policy and its benefits.

7. References.

The development of this policy has, in a contextualized manner, benefited from the following documents:

1. https://www.who.int/teams/health-promotion/tobacco-control
2. https://www.cdc.gov/tobacco/about/index.html
3. https://ash.org/

8. Appendices.
A list of checklists, forms, or templates relevant to the policy.
8.1. Appendix I: Policy Effectiveness Survey

POLICY EFFECTIVENESS SURVEY

This survey is used by stakeholders who are affected by the policy to evaluate its effectiveness and provide feedback to enhance the policy during the review cycle. The survey results should be used by the policy owners in generating the Policy Review Report.

Policy Title: Smoke-Free Campus	Date	Click or tap to enter a date.

Please answer the questions below to evaluate the quality, effectiveness and appropriateness of the policy. Provide detailed comments where necessary.

Sr.	Criteria	Agree	Somewhat Agree	Disagree	Any Suggestions/comments
1	The policy is aligned with the organization's mission, vision, and values	⊙	○	○	
2	The policy is clear, concise, and easy to understand	⊙	○	○	
3	The communication regarding the policy was clear and effective	⊙	○	○	
4	It was easy for me to access the policy	⊙	○	○	
5	There are no gaps or inconsistencies in the policy	⊙	○	○	
6	The procedure was easy to follow	⊙	○	○	
7	Overall, I am satisfied with the policy	⊙	○	○	
8	What changes are required to improve this policy further?				

	Comments	

8.2. Appendix II: Policy Review Report

POLICY REVIEW REPORT

This form is used by policy owners to review their policies based on the policy effectiveness survey done by the stakeholders to help with updating/amendments/revision and to assist with evaluating whether the policy is achieving its intended purpose. This form should be sent to Quality Assurance once filled in for evaluation.

PART A: KEY DETAILS	
Policy Title	**Smoke-Free Campus**
Perspective	
Date of Review	

PART B: INTERNAL AND EXTERNAL FACTORS

Are there any major changes that were done internally (organizational structure, mission, vision and values) and externally (affiliations, laws and regulations)

Comments: *Please elaborate on each factor if any.*

PART C: DESCRIPTION OF CHANGES

Are there any changes in the major components of the policy?

Comments: *Please explain on the changes made in the major components of the policy structure e.g: Statement, Policy Purpose, Procedures, Scope, Appendices etc.*

PART D: IMPACT OF CHANGES

Elaborate on the impact that the changes made would have on the policy implementation.

Comments: *Please explain how the policy changes would cause an impact after its implementation.*

8.3.   Appendix III: No Smoking Signs