



Greenwich University

Policy Title:	On-campus Smoking Policy
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Revision History: This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

Revision Number:	Change:	Date:
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QUALITY ENHANCEMENT CELL **GREENWICH UNIVERSITY**

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1. Purpose

This policy has been designed to provide the policy directions of Greenwich University for allocation of a designated smoking zone for students and faculty.

2. Scope

The purpose of this policy is to highlight the University's no-smoking policy and to allocate a designated smoking zone for students and faculty members of the University.

3. Policy statement

(This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.)

Greenwich University firmly follows the local and provincial government's smoke-free policy.

The University has specified a designated open space in the backyard for those employees/students who cannot avoid smoking during office hours/campus timings.

Smoking of cigarettes, e-cigarettes, and vapes are allowed in the designated smoking area only. Substances such as smoking pipes, cigars, narcotics, shishas, hookahs, etc. are strictly banned from the University premises.

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4. Definitions

- **Smoking:** The action or habit of inhaling and exhaling the smoke of tobacco by sucking on the end of a lit cigarette, cigar, pipe, etc.
- **Designated Smoking Area:** A designated area in which smoking is permitted.
- **Cigarette:** A thin cylinder of finely cut tobacco rolled in paper for smoking.
- **E-Cigarette:** A cigarette-shaped electronic device containing a nicotine-based liquid that is vaporized and inhaled, used to simulate the experience of smoking tobacco.
- **Vape:** An electronic device used for inhaling vapor containing nicotine and flavoring.
- **Smoking Pipe:** A smoking pipe is used to inhale the smoke of a burning substance; most common is a tobacco pipe, which can also accommodate almost any other substance.
- **Cigar:** A cylinder of tobacco rolled in tobacco leaves for smoking.
- **Narcotics:** A drug or other substance that affects mood or behavior and is consumed for non-medical purposes, especially one sold illegally.
- **Shisha:** The Arabic name for a type of pipe for burning tobacco, in which smoke passes through a container of water before it is breathed in.
- **Hookah:** An oriental tobacco pipe with a long, flexible tube which draws the smoke through water contained in a bowl.

5. Responsibilities

The Office of the Registrar, through the HR Department and the Administration Office, is responsible for implementing this policy.

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6. Policy Implementation Procedure

At the time of signing of the employment contract, all employees will be made aware of this policy. Those employees who cannot refrain from smoking during office hours, will be allowed to do so in the designated open area for smoking, so that they do not cause inconvenience for others.

At the time of admission, students are informed of this policy. Students will only be allowed to smoke above-mentioned allowed substances in the same designated smoking area.

First-time non-compliance with this policy will result in issuance of a written warning by the Office of the Registrar. Further action will be taken for second-time offenders, as deemed necessary by the Office of the Registrar. This can be in form of, but not limited to, the suspension of employment (without pay) or the suspension of student registration.