

University Smoke Free Policy

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Amendment History

Title:	University Smoke Free Policy
Responsible Unit:	People and Organizational Development Department
Responsible Officer:	Sarah Samy

Version	Date	Author(s)	Notes	Revision(s)	Approval(s)
V1.1	April 2021	Sarah Samy	Created as a part of the Employee Handbook	Seyada Mounib	Engy Mansour
V1.2	April 2024	Dina Abd Elghany	Reviewed and updated	Sara Samy	Seyada Mounib

INTRODUCTION TO UNIVERSITY SMOKE FREE POLICY

Purpose

MSA University has developed this policy to ensure the safety and health of our staff and students which are considered and will always be MSA University top priority. This Policy provides the guidelines and framework of the safety measures of smoking.

Scope

This policy applies, but not limited, to:

- All University Academic and Non-academic staff.
- MSA University Students.
- MSA University Visitors.
- MSA " Smoke Free Policy", applies to the buildings area.

UNIVERSITY SMOKE FREE POLICY STATEMENT

MSA is a " **Smoke Free University**", applies to the building area.

Tobacco smoking is a major cause of disease, sickness absence and premature death, whilst passive smoking can cause acute and chronic health effects. MSA actively protects its Staff, students and visitors whilst on its premises. Therefore, MSA operates a total ban on smoking in all parts of its offices and buildings. This includes all office area, meeting rooms, break areas, toilets, and lift lobbies.

All visitors are subject to this policy and it is the responsibility of Staff members to remind visitors politely of the University's policy if the need arises.

ROLES AND RESPONSIBILITIES

Members of the University Community

Each Member of the University Community is expected to be aware of University Smoke free Policy and to ensure that they adhere to it.

Executives, Line-Managers and Senior Staff

All executives, line-Managers and senior staff are required to:

- Ensure that all staff follow this policy.
- Enforce compliance with this procedure using the existing disciplinary structure of the University.
- Report any violation for this policy to the Human Resources Office.

Human Resources

The University Human Resources office is mainly responsible for:

- Owning and administering this policy as well as related employment matters.
- Ensuring that all current University Community are adequately aware of their responsibilities under this policy and orient new comers during the induction program.
- Providing advice or guidance to related parties through the reporting procedure.
- Conducting the investigations with the related parties and gathering all information needed.
- Deciding the remedial action needed based on investigation result as appropriate.