

## **Smoke, Vapor, and Tobacco Free Campus Policy**

### **A. Purpose**

The purpose of this policy is to protect the health and safety of World University of Bangladesh(WUB) students, employees, and visitors; to promote a healthy and safe work, educational, and living environment. A smoke free campus protects members of its community from any second hand smoke exposure. A smoke free campus limits our exposure to negative health consequences.

### **B. Policy Statement**

The University is committed to providing its students, employees, and visitors with a safe and healthy working and learning environment. This policy is intended to reduce the health risks related to Smoking and the use of Tobacco Products for the campus community. Tobacco use is the largest preventable cause of death and disease in Bangladesh. Becoming a smoke and tobacco-free campus encourages respect for others and respect for the environment.

### **C. Scope and Audience**

All students, faculty, staff, and visitors (including organizers and attendees at public events such as conferences, meetings, public lectures, social or cultural events, Housing and Residence Life) who enter any property owned or controlled by the University.

### **D. Definition of Terms:**

- I. Tobacco: Any type of tobacco product including, but not limited to: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component part or accessory of a tobacco product, including but not limited to cigarettes; cigars; little cigars; cheroots; stogies; perique granulated, plug cut, crimp cut, ready rubbed, loose-leaf, smokeless tobacco, smokeless pouches, chewing tobacco, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; pre-cut and other chewing tobacco; shorts; refuse scraps, clippings, cutting and sweepings of tobacco, e-cigarettes, hookah; and other kinds and forms of tobacco.
- II. Smoking: Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. "Smoking" also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.
- III. Vapor: Aerosolized or vaporized nicotine or other aerosolized or vaporized substance produced by a vapor-generating electronic device or exhaled by the person using such a device.
- IV. Vape or Vaping: Inhaling or exhaling vapor produced by a vapor-generating electronic device or to possess a vapor-generating electronic device while that device is actively employing an electronic, a chemical, or a mechanical means designed to produce vapor or aerosol from a nicotine product or any other substance.

- V. Electronic Smoking Device - Any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes but is not limited to any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- VI. "Vapor-generating electronic device": Any product that employs an electronic, chemical, or mechanical means capable of producing vapor or aerosol from a nicotine product or any other substance, including, but not limited to, a vape box mod, vape tank, vape coils, and/or wicking material, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar device or product, any replacement cartridge for such device, and any other container of a solution or other substance intended to be used with or within an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or other similar device or product.
- VII. Hookah: A water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.
- VIII. WUB Campus: Facilities, property, and vehicles owned or leased by the University regardless of their location. This includes all offices, classrooms, waiting rooms, restrooms, meeting rooms, gym, common areas, hall rooms, WUB housing's private residential spaces, parking lots, paths, fields, sports/recreational areas, and stadiums.
- IX. "University" or "WUB" for purposes of this policy, means the institution, departments, offices, programs and services of the World University of Bangladesh.
- X. "University-controlled property" means: All land, grounds, buildings, structures, and any other physical property owned, operated, or otherwise controlled by the University; and all motor vehicles owned, leased, or operated by the University.
- XI. Members of the University Community: University employees, students, affiliate, affiliate faculty, volunteers, contractors, vendors, customers, visitors, and participants in a University-sponsored program or activity.

#### **E. Responsibilities**

Adherence to this policy is the responsibility of all members of the University community. It is expected that students, faculty, staff, University affiliates, contractors and visitors to campus will comply with this policy. Members of the University community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness of and encourage compliance with this policy.

#### **F. Procedures**

- I. This policy applies to all members of the community. This includes faculty, staff, students, alumni, volunteers, contractors, visitors, and anyone entering onto University controlled properties. All are expected to adhere to this policy and the applicable procedures;
- II. Event organizers are responsible for communicating this policy to event attendees;
- III. The policy applies to all facilities and all vehicles, whether owned, leased, or rented by the University;

- IV. An ongoing effort to develop awareness and encourage a culture of compliance is important to this policy's effective implementation. This effort calls for respect and cooperation by all members of the University community. Members of the campus community are encouraged to respectfully inform each other about the policy;
- V. It is also the responsibility of deans, directors, department heads, and managers to communicate this policy to employees and volunteers;
- VI. Visitors, guests, volunteers, trainees, vendors, contractors, and supplemental staff employed through contract agencies, must be made aware of, and are expected to adhere to, this smoke free policy. Notice of this policy should be included in contracts when applicable;
- VII. Human Resources will incorporate the policy into new employee orientation training programs. A comprehensive education and outreach campaign, including resources and referrals related to cessation, will be made available;
- VIII. The sale and advertising of tobacco, tobacco-related products, electronic smoking devices, and products related to electronic smoking devices are prohibited at all controlled properties and not authored by WUB community members that are sold, bought, or distributed on our property;
- IX. There will be no reprisal against anyone seeking assistance in enforcing this policy;
- X. Research involving smoking, for educational or clinical purposes, may proceed upon review and written approval by appropriate research protocol committees.

**G. Exceptions and limitations:**

- I. Tobacco use may be authorized for controlled research, educational, or clinical purposes with prior approval of the Registrar of the university;
- II. Smoke or vapor, like any other laboratory air contaminant generated, shall be controlled locally in a chemical hood or other exhaust system that provides 100 percent exhaust to the outside;

**H. Implementation and Compliance:**


- I. The Environmental Health and Safety Committee shall coordinate efforts to communicate this policy to students, staff, faculty, and visitors.
- II. This policy shall be referenced in the official student and employee handbooks, including announcements at institutionally-sponsored or related events, and noticed via appropriate signage in buildings and around campus.
- III. Signage will be posted in a manner and location adequately notify students, staff, faculty, visitors, and contractors of the policy; signs will state in English that smoking, vaping, and the use of tobacco products are prohibited, and will include the universal "No Smoking, No Vaping, and Use of Tobacco Products Prohibited" symbol; signage should include both permanent signage throughout UWF campus (indoors, outdoors, roadways) and temporary signage as needed for special events and targeted areas.
- IV. Waste management products related to smoking or vaping, such as ashtrays, shall be removed.
- V. All faculty and staff members should encourage compliance with this policy.

**Education and Resources:**

WUB will provide smoking and tobacco cessation education and services for faculty, staff, and students. Faculty and staff may seek services and resources through the Office of Human Resources and/or the Employee Assistance Program. Students may seek services and resources through Student Health Services.

**Responsibilities of the Proctorial Team:**

The Proctorial Team of the University will ensure and implement necessary punitive measures for violations of any of the clauses related to this policy.

Date Implemented	:	29 <sup>th</sup> August 2010
Date Reviewed	:	26th March 2014, 30 <sup>th</sup> October 2018, 30 <sup>th</sup> October 2022
Responsible for Review	:	Office of the Registrar
Approval Authority	:	
Next review Date	:	September-October 2026