



## **Smoke Free Campus Policy of JSS Academy of Higher Education & Research**

### **Preamble**

JSS Academy of Higher Education & Research (JSS AHER) recognizes the importance of providing a healthy and conducive environment for all members of its community. The Smoke-Free Campus Policy is designed to create a clean, safe, and healthy campus by prohibiting smoking and the use of tobacco products on all JSS AHER properties. This policy aligns with the institution's commitment to promoting the well-being of its students, faculty, staff, and visitors. JSS AHER holds interest in protecting employees and students from smoke exposure, and to provide awareness on negative health consequences due to smoking. A smoke free campus protects all members of JSS AHER from any smoke exposure. JSSAHER prohibits smoking at all campuses and vehicles. Smoking of any tobacco substance, including electronic smoking devices, is strictly prohibited in all indoor and outdoor spaces, including parking lots or areas owned, regulated, or controlled by JSS AHER.

### **Policy Requirement & Purpose:**

The Smoke-Free Campus Policy aims to establish a smoke-free environment across all JSS AHER campuses, including indoor and outdoor areas. This policy is in line with the larger public health goals to reduce the harmful effects of smoking and protect individuals from exposure to secondhand smoke. By adopting this policy, JSS AHER aims to create a healthier campus community and promote a culture of wellness.

JSSAHER provides an environment that promotes the health, well-being, and safety of all students, faculty, staff, and visitors. In addition to causing direct health hazards, smoking contributes to incidents of fire damage, additional cleaning and maintenance costs, and employee absenteeism.

### **Scope:**

This policy applies to all students, faculty, staff, visitors, contractors, and any other individuals present on JSS AHER campuses. The Smoke-Free Campus Policy outlines the prohibition of smoking and the use of tobacco products on all JSS AHER properties to create a healthier and cleaner campus environment. It emphasizes the importance of awareness, education, and support for smoking cessation to promote the well-being of the campus community. The policy also establishes responsible units for compliance and enforcement to ensure the effective implementation of the smoke-free policy.

## **Policy Guidelines:**

### *I. Smoking Prohibition:*

Smoking, including the use of cigarettes, cigars, pipes, e-cigarettes, vape pens, hookahs, and any other tobacco or nicotine-containing products, is strictly prohibited on all JSS AHER properties. This prohibition applies to all indoor areas, outdoor spaces, open grounds, academic buildings, hostels, residential areas, sports facilities, and vehicles owned or operated by JSS AHER.

### *II. Awareness and Education:*

JSS AHER will conduct regular awareness campaigns and educational programs to inform the campus community about the Smoke-Free Campus Policy and the health hazards associated with smoking and tobacco use. These programs will also provide information on available resources for smoking cessation and encourage individuals to adopt healthier lifestyles.

### *III. Compliance and Enforcement:*

Compliance with the Smoke-Free Campus Policy is the responsibility of all individuals present on JSS AHER campuses. Faculty, staff, and students are encouraged to remind others about the policy and the importance of adhering to it. Enforcement of this policy will be a shared responsibility of campus security, facility management, and other relevant administrative units.

## **Procedures**

- 1) This policy applies to all members of JSSAHER. This includes staff, students, alumni, volunteers, contractors, visitors, and anyone entering the campus and vehicle. All are expected to adhere to this policy and the applicable procedures.
- 2) Event organizers are responsible for communicating this policy to event attendees.
- 3) The policy applies to all facilities and all vehicles, whether owned, leased, or rented by JSSAHER.
- 4) Awareness is important to this policy's effective implementation. This effort calls for respect and cooperation by all members of JSSAHER.
- 5) It is also the responsibility of heads of the institutions to communicate this policy to employees and volunteers.
- 6) 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.
- 7) Notice of this policy should be included in contracts when applicable.
- 8) Human Resources will incorporate the policy into new employee orientation training programs.
- 9) A comprehensive education and outreach campaign, including resources and referrals related to cessation, will be made available.
- 10) 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 except for advertising included in newspapers, magazines, or other written materials not authored by JSSAHER members that are sold, bought, or distributed on our property .

- 11) Enforcement will first be educational, and include an emphasis on providing referrals to cessation resources. Non-compliance will be handled through our established personnel policies, the Standards of Conduct, and enforcement protocol prescribed in this policy.
- 12) There will be no reprisal against anyone seeking assistance in enforcing this policy.
- 13) Research involving smoking, for educational or clinical purposes, may proceed upon review and written approval by appropriate research protocol committees.
- 14) Violations of this policy in most instances will be first addressed using standard educational methods, and thereafter by the following corrective measures.
- 15) Non-compliance may be addressed by actions progressing into personnel action and fines.

#### **Reporting Violations:**

Members of the JSS AHER community are encouraged to report violations of the Smoke-Free Campus Policy to the designated authorities. Reports can be submitted anonymously to ensure confidentiality.

#### **Responsible Units:**

The following units will be responsible for implementing and enforcing the Smoke-Free Campus Policy at JSS AHER:

- a) Campus Security: Campus security personnel will monitor and enforce compliance with the policy and respond to reports of violations.
- b) Facilities Management: The Facilities Management department will ensure the placement of appropriate signage and communicate the policy to contractors and visitors.
- c) Student Affairs: The Student Affairs department will coordinate awareness campaigns and educational programs for students.
- d) Human Resources: The Human Resources department will inform and educate faculty and staff about the policy.

#### **Review and Amendment:**

This policy will be reviewed periodically to assess its effectiveness and make necessary amendments based on feedback and changing circumstances. Vice Chancellor and Registrar of JSS Academy of Higher Education & Research along with Principals of the constituent colleges and Heads of departments, hold delegated authority and responsibility for the effective implementation of this policy.

Date of Implementation: 06.06.2016

Date of Last Revision: 06.06.2023

Date for Next Revision: 06.06.2026



A handwritten signature in blue ink, appearing to read "H. K. K.".

**REGISTRAR**

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