

POLICIES

Issued: January 23, 2018
Responsible Official: Executive Vice President and Chief Operating and
Financial Officer
Responsible Office: Human Resources

Policy Statement

The University of Memphis (UofM) promotes a healthy, safe, and visually pleasing work, educational, and living environment. The UofM community acknowledges that long-term health hazards may affect people who use tobacco products or who are subjected to second-hand smoke. As a result, the UofM is a Limited Tobacco-Use Campus and the use of tobacco will not be permitted except as specifically stated under this policy. This policy applies to all faculty, staff, students, contractors/consultants, and visitors of the UofM and is in effect 24 hours a day, year round. This policy applies to all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, and snuff as well as smokeless electronic cigarettes and other similar devices.

Procedures

Prohibited Areas for Smoking	Tobacco use is not permitted in any UofM-owned or leased property. This includes all grounds, vehicles, and buildings owned or leased by UofM. Tobacco use is also prohibited in all state vehicles.
Areas and Circumstances in which Smoking/Use of Tobacco is Permitted	<p>Notwithstanding the above, use of tobacco will be allowed on UofM property in the areas designated on the campus map at www.memphis.edu/tobacco. Additionally, smoking is allowed in residential rental properties governed by tenant leases.</p> <p>Additional exceptions may be requested for academic, artistic, educational, or research activities by submitting an exception request via memo to the Environmental Health and Safety (EH&S) Department. The activity may be approved provided that EH&S concurs with the proposed use of the facility, including confirming that the proposed space may be safely used for the requested activity and, to the extent applicable, has adequate ventilation and separation from non-smokers.</p>
Smoking Cessation Support	Understanding the addictive nature of tobacco products, the UofM will make every effort to assist those who may wish to stop using tobacco products. Students are encouraged to contact Student Health Services for information about smoking cessation programs. Faculty

and Staff are encouraged to contact Human Resources for information about tobacco cessation resources.

Compliance and Enforcement of Policy

Compliance

All members of the UofM community shall be responsible for compliance with this policy. It is expected that all faculty, staff, students, contractors/consultants, and visitors will voluntarily comply with this policy. Violations of this policy may be regarded as a willful safety violation.

Enforcement of Policy

The success of this policy will depend on the thoughtfulness, consideration and cooperation of both tobacco users and non-users alike; however, the discipline policies applicable to students, faculty, and staff may be invoked, if necessary, to secure compliance with this policy. Violations of this policy will be enforced in the following manner:

- Employees - violations should be brought to the attention of the employee's supervisor and/or HR Employee Relations & Engagement, as appropriate
- Students - violations should be brought to the attention of the Office of Student Conduct
- Visitors - violations should be brought to the attention of Police Services
- Contractors/Consultants - violations should be brought to the attention of the department for whom the contractor/consultant is working as appropriate

Anyone refusing to comply with this policy or who becomes abusive towards the responsible party will be referred to University Police Services.

Notice to Employees, Students, Contractors/Consultants & Visitors

Physical Plant will be responsible for providing appropriate signage and for removing all receptacles for discarding smoking materials in previously designated smoking areas.

Notice to Employees

Human Resources is responsible for implementing procedures to ensure that all employees are notified of the requirements of this policy.

Notice to Students

Student Affairs is responsible for implementing procedures to ensure that all students are notified of the requirements of this policy.

Notice to Contractors/Consultants

Contractors/Consultants are required to comply with this policy. The department for whom a contractor/consultant is working will be responsible for ensuring that contractors/consultants are notified of the

requirements of this policy. Construction contractors will be notified by Physical Plant.

Notice to Visitors

Conference and Event Planning is responsible for implementing procedures to ensure that all visitors when attending conferences on campus, are notified of the requirements of this policy.

Revision Dates

HR5066 - Revised March 22, 2018
UM1738 - Revised January 23, 2018
UM1738 - Revised December 9, 2015
UM1738 - Issued September 13, 2012

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
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