



In partnership with



Smoking and Vaping Policy

SMOKING AND VAPING POLICY

Department	Academic Registry	Document No.	S09
Document Type	Smoking and Vaping Policy	Revision	1
Owner	Academic Registry	Pages	9
Relevant to	All OUC Students and Staff		
Prepared by	President and Executive Board Member Project and Compliance Lead		
Reviewed by	President and Executive Board Member Head of Student Experience and Academic Registry Project and Compliance Lead		
Approved by	President and Executive Board Member		
Effective Date	1st September 2022		
Custodian	Academic Registry		

Revision History

Revision No.	Revision Date	Section No.	Remarks
1.0	August, 2022	All Sections	New Document

Dissemination

Through OUC Student Support Service Portal and website to all OUC students and staff.

Internal Control and Validation

To ensure compliance with this policy and procedure:

- The Dean, Academic Affairs is responsible for the implementation.
- The Academic Registry will maintain the control and compliance.

TABLE OF CONTENTS

1.1. POLICY INTRODUCTION	4
1.2. BACKGROUND	4
1.3. SCOPE	5
1.4. DEFINITIONS	5
1.5. ABBREVIATIONS	5
1.6. IMPLEMENTATION	6
1.6.1. Students	6
1.6.2. Staff	6
1.6.3. Visitors	6
1.7. CODE OF PRACTICE	7
1.7.1. Main aims and objectives	7
1.7.2. Responsibilities	7
1.8. ADVICE AND INFORMATION	8
1.9. APPENDIX	9

1.1. Policy Introduction

- 1.1.1. Oryx Universal College (OUC) strictly adhere to the policy to provide a smoke free environment for its faculty, staff, students, visitors, and contractors and the public attending campus events.
- 1.1.2. OUC recognizes the health risks associated with secondhand smoke and to mitigate these risks as well as preserve the rights of individuals who choose to smoke inside the campus. It is against the law to smoke in virtually all enclosed public places, workplaces, public and work vehicles.
- 1.1.3. The College has a legal obligation to comply with the Ministry of Public Health, State of Qatar, and associated regulations to ensure, so far as is reasonably practicable, that the working environment is healthy. Thus, it must protect nonsmokers against involuntary inhalation of the chemicals in tobacco smoke.
- 1.1.4. Accordingly, the College undertakes measures to prevent smoking of tobacco or other products including electronic cigarettes (vaping) in all College buildings and vehicles, except designated smoking areas, with clearly marked signage and open ventilation.

1.2. Background

- 1.2.1. Tobacco smoke contains chemicals that cause cancer & there is no known threshold dose below which the cancer risk is completely absent. Smoking tobacco is also directly responsible for other serious illnesses, disease, and death. Evidence shows that 'passive smoking' (i.e., breathing other people's tobacco smoke) is also a health risk.
- 1.2.2. Medical and scientific evidence shows that exposure to passive smoking increases the risk of serious medical conditions such as lung cancer, heart disease, asthma attacks, childhood respiratory disease, sudden infant death syndrome (SIDS) and reduced lung function.
- 1.2.3. Scientific evidence also shows that ventilation does not eliminate the risk to health of passive smoking in enclosed places. The only way to provide effective protection is to prevent people breathing in passive smoke in the first place.
- 1.2.4. Nicotine replacement therapy aids (NRT) that disperse a vapor in the mouth such as Nicorette inhalator, mouth or nasal spray are exempt from this Code of Practice.

1.3. Scope

- 1.3.1. This Policy applies to all faculty, staff, students, visitors, and contractors. OUC expect all staff, students, and visitors to comply with this policy and believe that this will be accepted by most of the community as well. OUC would need to introduce penalties for those individuals who do not comply.
- 1.3.2. The College strongly encourages the use of the designated smoking areas for those who smoke and support and enable others to do the same.
- 1.3.3. The policy does implement formal disciplinary processes for offenders who persistently fail to comply with this policy. OUC will implement penalties however on rare occasions where offenders are failing to comply repeatedly

1.4. Definitions

<i>Smoke-Free</i>	Areas where smoking, the use of smokeless tobacco products, the use of unregulated nicotine products, and the use of e-cigarettes and the like is strictly prohibited.
<i>Smoking</i>	Areas where inhaling, exhaling, burning, or even carrying of smoking instruments, any lighted or heated tobacco product, as well as smoking substances that are not tobacco.
<i>Tobacco Product</i>	All forms of tobacco, including but not limited to, cigarettes, cigars, pipes, hookahs, electronic cigarettes, as well all forms of smokeless tobacco.
<i>Electronic Cigarettes</i>	Electronic cartridges containing nicotine, an atomizer (heating element), a rechargeable battery and some are fitted with an LED that glow when in use. They may contain nicotine and non-nicotine products that turn into vapor that is inhaled by the user.

1.5. Abbreviations

OUC	Oryx Universal College
SIDS	Sudden Infant Death Syndrome
NRT	Nicotine replacement therapy

1.6. Implementation

1.6.1. Students

- 1.6.1.1. All students are expected to comply with the policy and smoke only in designated smoking area.
- 1.6.1.2. If you encounter someone smoking outside a smoking zone, please remind them of the policy politely and ask them to stop.
- 1.6.1.3. If you are smoking outside a smoking area and someone approaches you, be co-operative and stop smoking immediately.

1.6.2. Staff

- 1.6.2.1. All OUC staff, visiting faculty, contractors' staff are expected to comply with the policy and smoke only in designated smoking area.
- 1.6.2.2. The College does not make allowances for smoke breaks in contracts, but staff members are free to smoke during lunch and break periods.
- 1.6.2.3. Employees are responsible for their own conduct if they choose to smoke and are not entitled to additional time for smoking breaks.
- 1.6.2.4. If any staff encounter someone smoking outside of a smoking zone, staff should remind them of the policy politely and ask them to stop.
- 1.6.2.5. If staff are smoking approached outside a smoking zone, be co-operative and stop smoking immediately.

1.6.3. Visitors

- 1.6.3.1. All visitors are expected to comply with the policy and smoke only in designated smoking zones.
- 1.6.3.2. If Security Personnel encounter someone smoking outside of a smoking zone, they will be reminded of the policy politely and ask them to stop.
- 1.6.3.3. If anyone is smoking outside of a smoking zone and Security Personnel / someone approaches them to stop, be co-operative and stop smoking immediately.
- 1.6.3.4. Visitors who fail to comply with the policy may be asked to leave College premises.

1.7. Code of Practice

1.7.1. Main aims and objectives

- 1.7.1.1. To protect the health of staff, students, and visitors to college premises
- 1.7.1.2. To comply with the legal requirements of the local Health laws
- 1.7.1.3. To prevent smoking of tobacco or use of other products including electronic cigarettes (vaping) in all areas of the campus.
- 1.7.1.4. To reduce the associated risk of fire caused by smoking
- 1.7.1.5. To reduce the associated risk of fire caused by using unregulated illegal charging devices that involves tobacco and do not meet local standards
- 1.7.1.6. To prevent the activation of smoke/optical fire detection systems

1.7.2. Responsibilities

- 1.7.2.1. The President of the College will have absolute responsibility for the effective discharge of the provisions within this Policy.
- 1.7.2.2. As with other aspects of Health and Safety, faculty members and staff shall be responsible to the President for ensuring, so far as is reasonably practicable, that this Code of Practice is observed to safeguard themselves and others who may be affected by their acts and omissions.
- 1.7.2.3. Enforcement of such laws lies with Ministry of Public Health that have the power to issue an individual, or the organisation, with a fine for infringement. It is a requirement that all staff, students, & visitors should follow this Code of Practice.
- 1.7.2.4. In the case of visitors & other members of the public, the person responsible for them being on college premises must ensure that they comply with this Policy.

1.7.3. General Provisions

- 1.7.3.1. Smoking of tobacco or use of other products including electronic cigarettes is not permitted in all areas of the College. This includes internal and perimeter grounds such as gardens and car parks except the designated areas. Smoking, therefore, can only take place outside of the perimeter of a building and any associated grounds. The exception to this is where there are external designated smoking areas, which will be clearly signed.

- 1.7.3.2. If designated smoking areas are not provided (which will be in the majority of cases) smoking has to be outside the perimeter of the building and its grounds and will be far enough away to prevent smoke re-entering buildings through windows and doors.
- 1.7.3.3. Main entrances should remain clear to prevent obstructions and the inhalation of smoke. A reasonable distance of 3 meters from entrances should be observed by people who smoke.
- 1.7.3.4. Users of electronic cigarettes should also observe the 3-metre distance from all windows and entrances to prevent tobacco smokers believing it is acceptable to smoke tobacco products in such areas. Users of electronic cigarettes do have to use the designated smoking areas that are provided for tobacco smokers.
- 1.7.3.5. Vehicles are required to be smoke free at all times if they are used to transport members of the public or in the course of paid or voluntary work by more than one person – regardless of whether they are in the vehicle at the same time.
- 1.7.3.6. Smoking of tobacco or use of other products including electronic cigarettes is not permitted, therefore in any parked vehicles as well.

1.8. Advice and Information

- 1.8.1. The OUC Academic Registry Staff are available to advise Students on matters such as concerns about usage of such products, harmful effects, etc. procedures. If students wish to contact, they can do so at Academic Registry.
- 1.8.2. Information on this Policy Procedures are available on the College's Webpages at <https://www.oryx.edu.qa/policies/> or by contacting the Academic Registry via telephone numbers +974 4021 0000 or via email at registry@oryx.edu.qa.
- 1.8.3. Further information and contact details are available on the College Web pages at <https://www.oryx.edu.qa/>.

1.9. Appendix

PRACTICAL GUIDANCE FOR WHEN SOMEONE SMOKES IN A SMOKE FREE PLACE

Where an employee observes a colleague, student, visitor, or contractor breaching this policy they should politely approach the individual (if they feel comfortable in doing so) in the first instance to remind them they must:

- Draw the person's attention to the no-smoking signs and ask them to stop smoking or vaping
- Point out that they are committing a criminal offence by smoking in a smoke free premises or vehicle
- Remind the person that, under the law, you have responsibilities to prevent smoking and that you could both receive a fine.
- Remind the person of the reasonable 3-meter distance from all entrances and windows

Staff and students who repeatedly offend and not comply with the smoking policy should be reported to their Head of Department/Faculty. Taking disciplinary action against staff or students is up to the discretion of the Head of Department / Faculty, depending on the severity of the offence.

If a client, visitor, or contractor continues to smoke, you can ask them to leave the premises.

If physical violence is threatened by a person smoking or vaping, you should notify Security Services and/or seek assistance from the personnel and an incident report can be filed through Academic Registry.

Repeated offenders with more than 3 incident reports in their student records will be dealt with through Behaviour Disciplinary Panel