



Title: Smoke-Free Policy

Code: GU-PL48SM

Version: 1.1

Date of Issue: 2024

Effective Date: July 2024

Approval Authority: Board of Trustees

Document Owner: Chief Operating Officer

Review: The policy is subject to a periodic review every 4 years or in a shorter cycle as per amendments of regulations and policies

1. Purpose

1. This policy aims to establish a smoke-free environment within Gulf University in Bahrain to ensure the well-being of non-smokers and promote a healthier, cleaner environment in alignment with national health directives.
2. In accordance with Bahraini regulations and health standards, this initiative prohibits smoking and the use of tobacco products on all university premises, including indoor and outdoor areas.

2. Scope

The document applies to all campus and university administrative and academic building and covers all staff, students and visitors of Gulf University

3. Acronyms

BOT	Board of Trustees
BQA	Education and Training Quality Authority
GU	Gulf University
HEC	Higher Education Council

4. Definitions

1. **Smoke-Free Environment:** A setting where smoking and the use of tobacco products, including cigarettes, cigars, e-cigarettes, and other smoking devices, are strictly prohibited.
2. **Tobacco Products:** This encompasses cigarettes, cigars, shisha, e-cigarettes, chewing tobacco, snuff, or any other substance containing tobacco.
3. **Non-Smoking Zone:** Any area within the university premises where smoking or the use of tobacco products is not allowed.

5. Policy Statement

1. Gulf University in Bahrain strictly adheres to a smoke-free policy across all its facilities and grounds.
2. Smoking is prohibited in all university buildings, outdoor spaces, parking lots, walkways, and any other areas owned or operated by the university.
3. Enforcement:
 - Employees violating this policy shall be subject to disciplinary measures, including fines and warnings.

- Outsourcing and contractor's staff shall face consequences according to their employer's guidelines.
- Visitors shall receive verbal warnings and shall be asked politely to leave the premises if they are found smoking.
- 4. A dedicated Smoke-Free Committee will oversee enforcement and compliance efforts, with appointed task force members monitoring adherence to the policy.
- 5. New hires, contractors, and existing staff are required to sign a pledge indicating their commitment to maintaining a smoke-free environment.
- 6. Enforcement Team:
 - The Smoke-Free Committee shall work in collaboration with Security, HR, Health Services, and designated staff members to ensure policy compliance.

6. Procedures:

1. Smoking is strictly prohibited in all university common areas, including corridors, cafeterias, outdoor spaces, and parking lots. Regular inspections shall be conducted to monitor compliance.
2. Staff are responsible for educating visitors and enforcing the policy within their respective areas of work.
3. Information regarding the smoke-free policy shall be prominently displayed throughout the university premises, and all personnel shall receive training and access to relevant materials.
4. Communication and Awareness:
 - The university website and physical signage shall communicate the smoke-free policy.
 - Public announcements and orientation sessions shall inform staff, students, and visitors of the smoke-free initiative.
5. Penalties:
 - Penalties for violations shall include fines, warnings, and administrative actions for repeated offenders, in line with the Smoke-Free Committee's regulations.

7. Responsibilities

Academic and non-academic units are responsible for:

- following this document appropriately.

Heads of Departments and Deans are responsible for:

- following this document appropriately.

Heads of Units and Centers, Managers and Directors are responsible for:

- following this document appropriately.

Chief Operating Officer is responsible for:

- appropriate implementation of this document.

Vice President for Academic Affairs is responsible for:

- appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document.

8. Related Policies

- Health and Safety Policy

9. Related Procedures

- Students Conduct and Discipline Procedures
- Staff Conduct Procedures
- Staff Disciplinary Procedures

10. Related References

BQA	Institutional Review Handbook
HEC	Regulations and Resolutions

President Signature:

A handwritten signature in blue ink, appearing to read "M. Alfarooq" with a flourish underneath.