



SMOKE-FREE AND TOBACCO-FREE CAMPUS POLICY

1. RATIONALE

- 1.1 As a leader in health care and environmental practices, the University of Saint Joseph ('University') is committed to maintaining a safe and healthy environment and recognizes its responsibility to exercise leadership through the creation of a smoke and tobacco-free environment for all our staff, students, and visitors at all University campuses.
- 1.2 On 5 July 2024, the University's Executive Council approved the introduction of the 'Smoke-Free and Tobacco-Free Campus Policy', banning all tobacco products on all the University controlled premises or land and ethically ensuring that the University and its activities are disassociated from the tobacco industry.

2. PURPOSE

- 2.1 The purpose of this policy is to outline the details and define the process for implementation of a 'Smoke-Free and Tobacco-Free Campus'.

3. DEFINITIONS

"Smoking" means inhalation, exhalation, burning, or other personal use of any lit or unlit tobacco or simulated tobacco product, including cigarettes, electronic cigarettes, cigars, electronic cigars, hookahs, pipe tobacco, and any other tobacco products or simulated tobacco products;

"Tobacco Use" means the personal use of any tobacco or simulated tobacco product, whether intended to be lit or not, which includes, but is not limited to smoking as defined above, the use of any other device intended to simulate smoking, as well as the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco;

"Tobacco Products" means all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, electronic cigarettes/smoking device, and smokeless tobacco products. "Tobacco products" does not include any cessation product specifically approved by the Health Bureau in Macau for use in treating nicotine or tobacco dependence.

"Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes 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

"Property" for purposes of this policy is defined to include buildings and structures, grounds, parking structures, walkways, sidewalks, parking lots, and university-owned vehicles.

'Controlled premises or land' means premises or land owned by, or occupied by the University including, without limitation, under a lease and which may be occupied by tenants of the University under a lease or sublease arrangement, but excludes land leased by the University to a tenant under a sublease of land (e.g. land within the Campus Community project and other commercial land projects of the University) or other land determined by the University to be controlled by others.

4. SCOPE

- 4.1 This policy applies to all members of the University of Saint Joseph, including all faculty, visiting professors, staff, local and overseas students, employees, visitors, volunteers, and agencies providing service in the University.



4.2 This policy applies to on or in off-campus University buildings or property of the University, and at University sponsored activities, including off-campus education programmes and activities, and any public property adjacent to the University.

5. ROLES AND RESPONSIBILITIES

The purpose of this Policy is to protect the health, safety, and welfare of members of the University community and the public served by the University. The effective management and implementation of this Policy is everyone's business and can only be achieved through a cooperative effort at all levels of the organization and with high standards of quality and service.

5.1 The Catholic Foundation for Higher Education shall:

- i. ensure, so far as is reasonably practicable, as the title-holder of the University, the health, safety, and welfare of members of the University community by providing Health and Safety leadership for the establishment of adequate 'Smoke-Free and Tobacco-Free Campus Policy' to be implemented in all campuses of the University and for all University activities;
- ii. delegate the day-to-day responsibility for the 'Smoke-free and Tobacco-Free Campus Policy', protocol, and management to the University while remaining accountable for the standards reached.

5.2 The Executive Council shall:

- i. approve the 'Smoke-Free and Tobacco-Free Campus Policy' and all future changes;
- ii. oversee the implementation of this Policy;
- iii. oversee the development of the University's 'Smoke-Free and Tobacco-Free Campus Policy' procedures, preparedness, and response plans;
- iv. review legislation, recommend policies, and monitor compliance per the Macao Government policies and the University Health and Safety policies.

5.3 The Administrator shall:

- i. lead the coordination of the 'Smoke-Free and Tobacco-Free Campus Policy' procedures;
- ii. endorse the 'Smoke-Free and Tobacco-Free Campus Policy' changes presented to the executive Council for approval;
- iii. ensure this Policy is disseminated and implemented as well as reviewed and updated regularly;
- iv. recommend resources and support continuous improvement;
- v. inform respective departments/units regarding the University's 'Smoke-Free and Tobacco-Free Campus Policy' procedures, announcements, and updates;
- vi. ensure that full details of this policy and relevant policies are available on the intranet.

5.4 Health, Safety and Environment Committee shall:

- i. define roles and responsibilities regarding the University's 'Smoke-Free and Tobacco-Free Campus Policy' within the Health, Safety and Environment Committee.

5.5 The University Community

- i. all faculty, staff and students share in the responsibility for adhering to and enforcing this policy;
- ii. members of the University community are encouraged to respectfully inform others about the policy in an ongoing effort to enhance awareness and improve compliance with this policy;
- iii. respect and accountability by the University community to this policy will be primarily achieved through education, awareness and support to those who desire to stop using tobacco products.

6. POLICY

6.1 The use of all tobacco products is prohibited on all property that is owned, operated, leased,



occupied, or controlled by the University, except as otherwise provided below (see Section 7 - Exceptions and Limitations).

- 6.2 The advertisement, sale and distribution of all tobacco products is prohibited on all property that is owned, operated, leased, occupied or controlled by the University.
- 6.3 In order to meet these principles, the University:
 - i. prohibits the use of tobacco and other smoking products in all University vehicles and on University controlled Premises or Land. This includes University approved fieldwork activities where other persons may be exposed to tobacco smoke ;
 - ii. encourages the provision and usage of evidence-based cessation support services;
 - iii. prohibits the sale, promotion, advertising or free distribution of tobacco products, vaporisers (e-cigarette) and similar devices!;
 - iv. shall not accept funds for research projects, grants, student scholarships or other material considerations from the tobacco industry or related third parties, either directly or indirectly;
 - v. prevents University officials, staff, advisors or other persons representing the University from accepting gifts or entering into any arrangement, association or partnership with representatives of the tobacco industry, either directly or indirectly;
 - vi. shall not invite companies that manufacture or sell tobacco products to participate in campus careers fairs or other vocational or recruitment activities, either directly or indirectly;
 - vii. communicates the requirements of this Policy via signage, induction and contracts as well as other appropriate means

7. EXCEPTIONS/LIMITATIONS

- 7.1 Tobacco use may be permitted for research, academic, or clinical purposes in a controlled laboratory setting with prior approval of the Dean and the Vice-Rector for research;
- 7.2 Tobacco use may be permitted for fundamental traditional and ceremonial use of tobacco with prior approval of the Dean and the appropriate Vice-Rector or the Head of Office prior approval from the Line Manager;
- 7.3 Tobacco use in facilities that are not owned, leased, or controlled by the University are subject to the tobacco policies applicable to those particular facilities, and are exempt from this regulation.

8. SANCTIONS

- 8.1 Sanctions may be imposed upon faculty, staff, students and visitors who violate the 'Smoke-Free and Tobacco-Free Campus Policy' as follows:
 - i. faculty, staff, and students who violate this Policy may be subject to disciplinary action up to and including suspension, expulsion, and/or termination of employment;
 - ii. visitors to the University who violate this policy may be removed from University premises and University events;
 - iii. individuals who violate this policy may also be referred to the Macao Government Tobacco and Alcohol Prevention and Control Office;
 - iv. any individual who violates this policy, in addition to University sanctions, may be subject to penalties under the applicable Macao law.

9. COOPERATIVE REMINDER

- 9.1 This policy is an extension of the University commitment to make every effort to provide a safe and healthy environment for all members of the University community.
- 9.2 The success of this Policy depends upon the thoughtfulness, consideration, and cooperation of everyone.



9.3 Members of the University community, including faculty, staff, students, volunteers, and visitors who observe individuals violating this Policy are encouraged to contact the Administrator for assistance.

10. POLICY AWARENESS

10.1 The University shall provide access to this policy electronically on webpage(s) designed to convey enforcement information.

11. POLICY REVIEW

11.1 As required by the Executive Council, this policy will be reviewed to assess its effectiveness and to ensure that disciplinary sanctions are consistently enforced.

DISCLAIMER - The University of Saint Joseph accepts no liability for any action taken, or consequences arising from any use of the material or any reliance made on the material.

Author: Administrator

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