

# Galgotias University

## Smoke Policy

**Vision:** To promote a healthier and smoke-free environment within university fostering the well-being of our students, employees and visitors.

**Mission:** Our mission is to create a safe and comfortable workplace by implementing and enforcing a comprehensive Smoke Policy that restricts smoking within our premises, ensuring compliance, and providing education to all individuals.

### 1.Purpose

The purpose of this Smoke Policy is to establish clear guidelines and expectations regarding smoking within Department premises, in order to ensure the health, safety, and comfort of all employees and visitors.

**2. Scope** This policy applies to all employees, contractors, visitors, and any other individuals within Department facilities, whether owned or leased.

### 3.Smoke-Free Environment

Department is committed to providing a smoke-free environment within its premises. Smoking is strictly prohibited inside all buildings, including offices, meeting rooms, restrooms, hallways, and any other enclosed spaces.

**4.Tobacco-Free Grounds** In addition to prohibiting smoking inside buildings, Department also enforces a tobacco-free grounds policy. Smoking is not permitted in any outdoor areas of Department premises, including parking lots, walkways, and outdoor seating areas.

### 5.Enforcement

All employees and visitors are expected to comply with this Smoke Policy. Non-compliance may result in disciplinary action for employees, and visitors may be asked to leave the premises. Employees who repeatedly violate this policy may face further consequences, up to and including termination of employment.

### 6.Education and Awareness

Department will conduct periodic education and awareness programs to inform employees and visitors about the Smoke Policy. Information about the policy and designated smoking areas will be prominently displayed in common areas.



## 7. Reporting Violations

Employees and visitors are encouraged to report violations of this policy to their immediate supervisor or a designated point of contact. All reports will be treated confidentially, and no retaliation will be tolerated.

