



Policy ID no:

Policy on the smoking of tobacco products

This policy is applicable to: all PSCJ staff as well as visitors and students.

DOCUMENT CONTROL

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1. Overview

Because we recognize the hazards caused by exposure to environmental tobacco smoke, it shall be the policy of Prince Sultan College to provide a smoke-free environment for all employees and visitors.

This policy covers the smoking of any tobacco product and the use of oral tobacco products or "spit" tobacco, and it applies to both employees and non-employee visitors of PSCJ.

2. Definition

2.1. No smoking of tobacco products will be allowed within the facilities at any time.

The decision to provide or not provide designated smoking areas outside the building will be at the discretion of management.

The designated smoking area will be located at least 10 meters from the main entrance.

All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of the College management.

2.2. Breaks

Supervisors will discuss the issue of taking breaks with their staff, both smokers and non-smokers. Together they will develop effective solutions that do not interfere with the productivity of the staff.

3. Procedure

3.1. Employees will be informed of this policy through signs posted in PSCJ facilities and the policy manual, e-mail, and/or orientation and training provided by their supervisors.

3.2. Visitors will be informed of this policy through signs, and it will be explained by their hosts.

3.3. The College will help employees who want to quit smoking by helping them access recommended smoking cessation programs and materials.

3.4. Any violations of this policy will be handled through the standard disciplinary procedure.