

## PPM 487: A Smoke and Tobacco Free Environment

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| <b>Responsible Officer:</b> | Risk & Safety Services Director   |
| <b>Responsible Office:</b>  | <a href="#">Risk &amp; Safety Services</a>  |
| <b>Issuance Date:</b>       | 03/09/2020  |
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| <b>Last Review Date:</b>    | 01/01/2014  |
| <b>Scope:</b>               | Applicable for all members of the UC ANR community when on property owned or occupied by UC ANR |

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**Note: For links to referenced documents see  
Section VI, *Related Information* below.**

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## **I. POLICY SUMMARY**

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This section of the Policy and Procedure Manual (PPM) for the University of California (UC) Agriculture and Natural Resources (UC ANR) describes the local implementing procedures for the UC Office of the President (UCOP) *Smoke and Tobacco Free Environment* policy. Nothing contained in these implementing procedures should be read or interpreted to contradict the UC policy. If any provision should contradict the UC policy, the UC policy shall prevail.

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## **II. DEFINITIONS**

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Not used – refer to UCOP *Smoke and Tobacco Free Environment* policy, Item II, *Definitions*.

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## **III. POLICY TEXT**

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Congruent with the UCOP *Smoke and Tobacco Free Environment* policy, and recognizing UC ANR's responsibility to provide a safe and healthy environment to the members of its community, it is UC ANR's policy to maintain a smoke and tobacco free environment.

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## **IV. COMPLIANCE / RESPONSIBILITIES**

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### **A. Responsibility**

1. It is the shared responsibility and right of all members of the UC ANR community to comply with this policy and to respect UC ANR's accountability for compliance. The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers.
2. While UC ANR sympathizes with the difficulty that this policy may present for smokers and tobacco product users, research findings indicate that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. Overwhelming scientific evidence assembled by the US Surgeon General, Centers for Disease Control, EPA, and World Health Organization demonstrates that tobacco products are a cause of deadly diseases, annually responsible for the deaths of millions of smokers and non-smokers worldwide.
3. An important component of supporting UC ANR's smoke and tobacco free environment is attention to being good neighbor. To demonstrate respect for the surrounding area, it is suggested that members of the UC ANR community refrain from smoking in neighborhoods surrounding UC ANR property.

### **B. Enforcement**

1. UC ANR's *Smoke and Tobacco Free Environment* policy will be enforced primarily by means of education and example. UC ANR believes that self-enforcement will in time become the norm as members of the UC ANR community come to recognize the value of this policy and chose to comply. All members of the UC ANR community are encouraged to courteously and respectfully remind and inform individuals of the policy and ask them to comply.
2. Support for smoking cessation is available for everyone affected by this policy. Those resources may be accessed via the UC ANR Smoke and Tobacco Free website (see Section VI, *Related Information* for link).
3. Understanding the addictive nature of tobacco products and that breaking that addiction is extremely difficult for many people, UC ANR will make efforts to provide members of the University community who wish to stop smoking and using other tobacco products with evidence-based cessation resources. Resources may include those available to University employees through the various campus health and wellness programs, University health benefit programs, and publicly available smoking or tobacco cessation programs.
4. Signs will be posted in key areas to educate members of the UC ANR community about the *Smoke and Tobacco Free Environment* policy. Violations of the policy should be handled in a constructive, educational manner with emphasis on making violators aware of the UCOP policy and of the resources available to help those who wish to stop smoking and/or using other tobacco products.
5. Individuals who violate the *Smoke and Tobacco Free Environment* policy may be disciplined in accordance with UC policy. UC ANR supervisors should contact the UC ANR Staff Personnel Unit for guidance regarding appropriate disciplinary procedures for repeated violations of UC policy.

C. Exceptions

1. Subject to specific advance approval, exceptions to this policy may be permitted in the following circumstances.
  - a. Educational, clinical and/or sponsored research activities involving tobacco or tobacco products, provided that prior approval is given by the Director of the Research and Extension Center at which the approval is requested or, if the property is not a Research and Extension Center, by the appropriate UCCE Director, or by the appropriate Statewide Program/Institute Director.
  - b. Traditional ceremonial activities of recognized cultural and/or religious groups provided that prior approval is given by the Director of the Research and Extension Center at which the approval is requested or, if the property is not a Research and Extension Center, by the appropriate UCCE Director, or by the appropriate Statewide Program/Institute Director.

- c. In the event that such an exception is approved, tobacco smoke, like any other air contaminant, must be reasonably contained and controlled.
- d. A link to UC ANR's Smoke and Tobacco Free Environment Policy Exception Request form is available in below Section VI, *Related Information*.

D. Authority

Authority for enforcement of this policy is vested with the Vice President, and through the Vice President, with the Associate Vice President and Associate Vice President for Business Operations.

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## V. PROCEDURES

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A. Initial Non-Compliance

1. Many initial instances of non-compliance may occur simply because the violator is unaware of UC ANR's Smoke and Tobacco Free policy. Therefore, the initial response should be to respectfully inform the individual about the policy and politely request compliance.
2. Members of the UC ANR community who observe violations of the Smoke and Tobacco Free policy are encouraged to approach the individual in a respectful manner similar to the following.  
"Hello, my name is \_\_\_\_\_ (your name) and I am a(n) \_\_\_\_\_ (position) here with UC ANR. Are you aware that we do not allow the use of smoking and tobacco products of any kind on UC ANR property? I ask you to please respect our policy and safely dispose of your cigarette (or electronic cigarette or other smoke/tobacco product). Instead of smoking or using tobacco, we encourage you to visit our website to learn about smoking and tobacco cessation resources."

B. Repeated Noncompliance

1. UC ANR Personnel  
Repeated violations of this policy by UC ANR personnel may be brought to the attention of the employee's supervisor, who may then take appropriate educational or disciplinary action in accordance with UC personnel policy. Through the authority provided in California Government Code 7597.1 UC ANR reserves the right to initiate disciplinary procedures for ANR personnel that persistently violate the policy.
2. Tenants  
Violation of this policy by tenants may be brought to the attention of the Director of the Research and Extension Center where the violation occurred, who may then educate the tenant about this policy.
3. Visitors

Violations of this policy by visitors may be brought to the attention of the head of the UC ANR unit where the violation occurred, who may then educate the visitor about this policy. Visitors choosing to violate the policy may be asked to leave UC ANR property.

4. Vendors/Contractors

Violations of this policy by vendors and/or contractors may be brought to the attention of the head of the UC ANR unit for whom the vendor/contractor is working, who may then educate the vendor/contractor about this policy. Vendors or contractors choosing to violate the policy may be asked to leave UC ANR property.

5. Resources

Any other concerns related to smoking and tobacco use may be brought to the attention of the appropriate UC ANR supervisory personnel and, if necessary, referred to the UC ANR Staff Personnel Unit or the UC ANR Academic Personnel Unit as applicable.

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## VI. RELATED INFORMATION

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- [University of California Office of the President \*Smoke and Tobacco Free Environment\* policy](#)
- [University of California Office of the President \*Smoke and Tobacco Free\*](#)
- [UC ANR Tobacco Free: Cessation Resources.](#)
- [UC ANR Staff Personnel Unit](#)
- [UC ANR Academic Personnel Unit](#)
- [Request for Ceremonial Exception for \*UC ANR: A Smoke and Tobacco-Free Environment\*, UC ANR Policy Section 487](#)

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## VII. FREQUENTLY ASKED QUESTIONS

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A. *Why did UC ANR choose to go smoke and tobacco free?*

The change is a result of issuance of UC Policy, based on a desire to create a safe, clean and healthy environment for all members of the UC ANR community. Along with this commitment to a healthy environment, UC ANR also recognizes the weight of scientific evidence that smoking and tobacco use is harmful not only to the active smoker but also to those who breathe the “secondhand” smoke. The purpose of this policy is to reduce physical and environmental harm from secondhand smoke and smokeless tobacco spit, provide an environment that encourages persons to be smoke and tobacco free, and promote a culture of wellness. In addition to causing direct health hazards, smoking and tobacco use can increase UC ANR’s operational costs in other ways - including potential fire

damage, cleaning and maintenance costs, absenteeism, health care expenses, and medical insurance costs.

- B. *When did the University's Smoke and Tobacco Free policy become effective?*

January 1, 2014.

- C. *Whom does this policy affect?*

This policy applies to all academics, staff, students, residents, contractors, vendors, volunteers, program participants and UC ANR visitors.

- D. *Does the policy affect all UC ANR property?*

Yes, smoking and using tobacco products are prohibited in all UC ANR buildings and indoor facilities, grounds and walkways, parking lots, and all vehicles on UC ANR property.

- E. *Can I smoke in my own car?*

Smoking is prohibited in both UC and personal vehicles (parked or moving) while on grounds owned or under the control of UC ANR.

- F. *Will cessation programs be made available to smokers and users of tobacco products?*

Yes, many resources are already available through the various health care plans available to UC employees. Other resources are available to the general public. Those seeking assistance or related educational materials should visit the UC ANR Smoke and Tobacco Free website (see the link in Item VI., *Related Information* above).

- G. *How will UC ANR enforce compliance with this policy?*

UC ANR believes that in time self-enforcement will become the norm. Compliance with this policy is the shared responsibility and the right of all members of the UC ANR community. Any member of the UC ANR community may respectfully ask individuals to comply with this policy.

- H. *Isn't smoking a personal, legal right?*

Smoking and/or using tobacco is a personal choice, not a constitutional right. There is no constitutional right to smoke. In addition, prohibiting smoking and the use of tobacco products at UC locations preserves everyone's right to breathe clean, smoke-free air while allowing adults who smoke and use tobacco products to continue to do so at non-UC locations. This decision supports the rights and privileges of both smokers and non-smokers alike.

- I. *Why should I comply?*

We hope civility and respect for others will guide all of us during the transition toward a smoke-free environment. We realize that this policy may be challenging for smokers, but we hope that smokers will respect the right of their fellow members of the UC ANR community to breathe smoke-free air. We also hope that individuals who remind violators of the policy will do so with courtesy and civility.

J. *Do I have to quit smoking?*

No. UC ANR cannot compel individuals to quit smoking. You are encouraged, however, to use available resources to learn more about the health risks associated with tobacco product use and smoking cessation resources.

K. *If e-cigarettes don't emit smoke why can't I use them?*

Recently, the use of e-cigarettes has become popular as a nicotine replacement therapy for tobacco use. But while e-cigarettes appear effective, their safety – both for their users and those who breathe the e-cigarette vapors second-hand – remains unclear. In addition, some researchers are concerned that new health risks may emerge from their long-term use. Thus, while research continues on their safety and efficacy, the U.S. Food & Drug Administration (FDA) and the World Health Organization do not consider e- cigarettes to be safe at this time. Therefore, until the safety of e-cigarettes are endorsed by leading health organizations, the University, per the Smoke and Tobacco Free policy, has banned their use. However, other forms of approved nicotine replacement therapy, such as gum and patches, are allowed. For more information about effective cessation programs and safe nicotine replacement therapy, visit the Resources for Quitting page on the UC ANR Smoke and Tobacco Free website.

L. *I live in a rental house or dormitory located on a UC ANR Research and Extension Center. Can my family members or I smoke or use other tobacco products in our residence?*

No. Tobacco products are prohibited at all places on UC ANR property, including all buildings, grounds, or other facilities.

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## VIII. REVISION HISTORY

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### **November 2017:**

Format updated.

### **March 2020:**

Minor clarifying edits, especially to conform to UCOP *Smoke and Tobacco Free Environment* policy issued May 31, 2018; new/corrected links.