



## **Palo Alto University Tobacco Free Environment**

Last updated on: 2/1/2016

### **Applicability:**

Applies to all academic and administrative units of Palo Alto University. This policy does not supersede more restrictive policies that may be in force to comply with federal, state, or local laws or ordinances.

### **1. Policy**

It is the policy of Palo Alto University that the use of tobacco products in the University buildings and facilities and within 20 feet of main PAU entrances, exits, and operable windows is prohibited. "Tobacco products" include, but are not limited to cigarettes, electronic cigarettes, all forms of smokeless tobacco, pipes, and cigars.

### **2. Guidelines**

#### **a. Tobacco-Free Areas**

Specifically, the use of tobacco products is prohibited in classrooms and offices, all enclosed buildings and facilities, in covered walkways, and in outdoor areas designated by signage as "smoking prohibited" areas (in this case, "smoking" includes the use of all tobacco products)". Ashtrays will not be provided in any enclosed University building or facility. "Smoking Prohibited" signs are posted and are to be observed.

#### **b. Outdoor Smoking Areas**

Except where otherwise posted as a "smoking area," the use of tobacco products is generally prohibited in outdoor areas. The use of these products in non-prohibited areas must be at least **20** feet away from doorways, operable windows, covered walkways, and ventilation systems to prevent smoke and/or other byproducts of tobacco use from entering enclosed buildings and facilities.

### **3. Enforcement**

a. This policy relies on the consideration and cooperation of smokers and non-smokers. It is the responsibility of all members of the PAU community to observe and follow this policy and its guidelines.

#### **b. Repeated Violations**

Faculty, staff and students repeatedly violating this policy may be subject to appropriate action to correct any violation(s) and prevent future occurrences.

### **4. Implementation and Distribution**

Copies of this policy will be disseminated to all faculty, staff and students and to all new members of the PAU community.