

1. Policy Summary

This policy outlines the commitment of the University to ensuring that the workplace is smoke-free and that all staff members have a right to work in smoke-free environment. Smoking and vaping/e-smoking in all forms is prohibited in all workplaces throughout the campus with no exceptions.

2. Purpose of Policy and Definitions

It is the policy of University College Dublin that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking and vaping/e-smoking in all forms is prohibited. For the avoidance of confusion, vaping/e-smoking relates to the use of any non-tobacco based device from which material is drawn into the body by inhalation, irrespective of whether or not a vapour is released or the product contains nicotine.

3. Scope of the Policy

This policy applies to all staff members, students, service users, customers and visitors.

4. Policy and Procedures

In order to ensure that workplaces are kept free from Environmental Tobacco Smoke (ETS) or passive smoking, the University may from time to time designate areas outside of buildings as No Smoking Zones. Designation of such areas will be undertaken in order to eliminate, minimise and reduce employee exposure to ETS and further to ensure in so far as is practicable that ETS does not enter the workplaces. All persons must refrain from smoking or vaping/e-smoking in such areas.

Overall responsibility for policy implementation rests with the occupier, manager or other person for the time being in charge of the workplace. All staff and students have an obligation to adhere to, and facilitate the implementation of this policy. Managers shall inform all existing employees, students, consultants and contractors of the policy in the implementation and monitoring of the policy. All new and prospective employees, students, consultants and contractors shall be given a copy of the policy on recruitment/induction by the person in charge.

Infringements by staff and students will be dealt with under the UCD disciplinary procedures.

Failure to adhere to relevant legislation with respect to tobacco products may lead to prosecution by the statutory authorities. Complaints regarding breaches of this legislation only should be notified to the SIRC, formerly Safety Office on extension 8768.

5. Smoking Cessation

Information on how to obtain help quitting smoking is available from:

- The University's Employee Assistance Programme (www.ucd.ie/hr)
- The National Smokers Quitline (1850 201 203) (www.quit.ie)

6. Policy Revision History

Version	Date	Description	Author
1.0	16/3/15	Policy Created	UCD HR