



# UNIVERSITY POLICY ON TOBACCO CONTROL

*(The French version of this text was approved by the University Board during its 201<sup>st</sup> meeting on October 30, 2019)*

Based on the conviction that smoking constitutes the leading cause of preventable mortality globally, and that it is necessary both to protect non-smokers from the harmful effects of tobacco and to work to curb tobacco initiation, the Saint Joseph University of Beirut (USJ) has firmly embedded its commitment to tobacco control within its institutional policy. It is imperative to destigmatize smoking and dismantle the perceived normalcy that it aims to embody.

In adherence with the present policy, and in accordance with Law No. 174/2011, smoking is henceforth strictly prohibited within all USJ indoor and outdoor premises and buildings (offices, classrooms, cafeterias, gardens, corridors, healthcare centers, etc.), as well as outside the buildings and areas away from any connecting door, including emergency exits and doors leading to balconies (hereinafter referred to as “USJ premises”).

## Objectives

USJ aims to set an example in the battle against smoking and is thus committed to:

- Promoting and safeguarding the health of the USJ Community members.
- Providing a smoke-free and healthy work environment.
- Decreasing tobacco initiation among youth and encouraging the adoption of healthy behaviors through awareness, information, and education.
- Lowering tobacco consumption and supporting individuals in quitting smoking through the Smoking Cessation Center at *Hôtel-Dieu de France* (HDF).


## Concerned Persons

The prohibition of smoking within USJ premises applies to students, instructors, staff members, visitors, and patients accessing USJ healthcare facilities (HDF and others), as well as to any individual present on any USJ site, building, or outbuildings (hereinafter referred to as the “USJ Community”).

Any member of the USJ Community wishing to smoke outside USJ premises assumes personal responsibility for the cleanliness of the area(s) where smoking occurs. Individuals working in sensitive environments (such as hospitals, healthcare centers, food services, etc.) must refrain from smoking while wearing their professional attire (e.g., white coats, aprons, etc.).

## Means of Smoking

All means and devices utilized for tobacco consumption are prohibited, whether they emit smoke or not, are electronic or not, or involve combustion or not. This encompasses, but is not limited to: cigarettes, pipes, hookahs, electronic cigarettes, heated tobacco, as well as any other similar means or products.



## Responsibilities

Each member of the USJ Community bears the responsibility of upholding and enforcing the present policy, and ensuring compliance by others.

Bodies	Responsibilities
Rector	<ul style="list-style-type: none"> <li>- Adopt the present policy by the University Board</li> <li>- Ensure the effective implementation of the policy</li> <li>- Support awareness raising activities for the enforcement of the present policy</li> </ul>
University Board	<ul style="list-style-type: none"> <li>- Adopt the present policy</li> <li>- Continue the implementation of the policy through reports submitted to the Rector by the Anti-Tobacco Commission</li> </ul>
Deans, Directors, and Laboratory Directors	<ul style="list-style-type: none"> <li>- Promote and monitor the implementation of the present policy among the institution's instructors, staff members, and students</li> <li>- Contribute to awareness and training against smoking</li> <li>- Guide smokers who are members of their institution, to the Smoking Cessation Center if they wish</li> <li>- Fill out the violation report form (on the website)</li> <li>- Apply disciplinary sanctions against violators who are members of the institution</li> <li>- Ensure that the present policy is respected during all events organized by the institution (mention TOBACCO FREE USJ on posters, invitations, etc.)</li> </ul>
Administrators	<ul style="list-style-type: none"> <li>- Promote and monitor the implementation of the present policy on campus</li> <li>- Designate individuals to monitor the implementation of the present policy</li> <li>- Report to the Head of the institution any infractions concerning their students, instructors, or staff members</li> <li>- Fill out the violation report form (on the website)</li> <li>- Guide smokers who are members of the Administrative Staff to the Smoking Cessation Center if they wish</li> <li>- Apply disciplinary sanctions against violators among the campus' Administrative Staff</li> <li>- Ensure that the present policy is respected during all events organized at USJ</li> </ul>
Rectorate Office Directors	<ul style="list-style-type: none"> <li>- Promote and monitor the implementation of the present policy among office members</li> <li>- Guide smokers who are office members to the Smoking Cessation Center if they wish</li> <li>- Ensure that the present policy is respected during all events organized at USJ</li> </ul>
Publications and Communication Office	<ul style="list-style-type: none"> <li>- Conduct an annual information campaign</li> <li>- Ensure continuous communication regarding the implementation of the policy</li> <li>- Ensure that the present policy is respected during all events organized at USJ</li> </ul>
Student Life Office (SVE) and Student Structures	<ul style="list-style-type: none"> <li>- Inform and raise awareness among students</li> <li>- Organize activities to promote a tobacco-free lifestyle</li> <li>- Ensure that the present policy is respected during all events organized at USJ</li> </ul>
Staff Responsible for Security and Facility Management	<ul style="list-style-type: none"> <li>- Approach violators and inform them of the smoking ban</li> <li>- Report any infractions to the administrator</li> <li>- Ensure that the present policy is respected during all events organized at USJ</li> </ul>
Anti-Tobacco Commission	<ul style="list-style-type: none"> <li>- Develop procedures for implementing the policy</li> <li>- Collaborate with relevant bodies (deans, directors, Student Life Office, Publications and Communication Office, etc.) to organize awareness and information events related to the anti-tobacco policy</li> <li>- Conduct research on smoking in collaboration with institutions</li> <li>- Submit a biannual report to the Rector on the progress of Tobacco Free USJ</li> </ul>

## Disciplinary Measures

Any violation of the present policy will result in a written warning. Upon the third violation sanctioned by a written warning, the offender will be referred to the competent Disciplinary Board as per the provisions outlined in the USJ Bylaws.

In the event that USJ is penalized under Article 16 of Law 174/2011 as a result of a violation committed by a member of the USJ Community, USJ reserves the right to seek compensation from the offender(s).

## Annex 1

### Excerpts from USJ Bylaws Regarding Disciplinary Measures

#### **Article 33.1: Disciplinary Measures for Students**

The students of an institution are subject to the jurisdiction of the Head of that institution and, where applicable, its Disciplinary Board. The composition of that Board, its regulations, and the procedures for the appeal of its decisions to the University Disciplinary Board are specified in the bylaws of each institution. Students enrolled at a regional campus are subject to the jurisdiction of the Campus Administrator and, where applicable, its Disciplinary Board.

The disciplinary sanctions that the head of an institution and the Campus Administrator may impose are:

1. Simple warning;
2. Written censure, be it publicly or not;
3. Exclusion, be it publicly or not, from the library for a specified period of time;
4. Exclusion, be it publicly or not, from one or more courses or internships, or from the institution for a specified period of time, while retaining the right to sit for exams;
5. Cancellation of an exam paper or session.

The Disciplinary Board of an institution or campus may, in addition to the measures already listed, impose the following sanctions:

1. Exclusion from exams, be it publicly or not, for a certain number of sessions;
2. Permanent exclusion from the institution.

When, in view of the seriousness of the acts in question, the case is transferred to the Disciplinary Board of the institution or campus, the Disciplinary Board shall give its decision within a period not exceeding twenty working days from the day of referral.

Pending the appropriate sanction, the Head of an institution and the Administrator of a regional campus may temporarily prohibit a student from entering the premises of the institution or campus.

To maintain public order, the Head of the institution may, after notifying the Rector, temporarily prohibit a student from accessing the entire campus.

A temporary prohibition of access to all campuses and centers of the University is the sole responsibility of the Rector in accordance with the provisions of Article 84.1.

#### **Article 55: Disciplinary Provisions for Staff**

A staff member who violates any of the provisions of the present Bylaws shall be subject to disciplinary measures ranging from a warning or a written censure to dismissal, including withholding of salary and delay in advancement.

#### **Article 26: Sanctions for Instructors**

[...] Similarly, an instructor who commits a serious offense may be suspended from their teaching and academic duties. The instructor is then brought before the University Disciplinary Board.



## Annex 2

### Violation Report Form of the University Policy on Tobacco Control

1. Full name of the offender: .....

2. Status :     Student     Staff     Instructor     Visitor     Other

ID number (for students): .....

Institution: .....

Place of violation (campus): .....

Date and time of violation: .....


Remarks: .....

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Sender

**N.B.**

- The information contained in the present form is held by the Dean/Director of the institution to which the offender belongs and may be accessed by the Administrator of the relevant campus and the Secretary-General of the University.
  - The information contained in the present form may also be, anonymously, used for monitoring or statistical purposes.
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