



Smoke-free policy summary

>Institution name<'s smoke-free campus policy expresses our commitment to the health and wellbeing of all of our staff, students, visitors and contractors. The smoke-free campus policy asserts that everyone within our campus has the right to a smoke-free environment and aims to ensure >institution name< is a safe and healthy learning and working environment.

>Institution name<'s smoke-free policy advises that:

- It is **everyone's responsibility** to ensure that our campuses remain smoke-free.
- Smoking is not allowed on campus at any time, this includes the use of e-cigarettes and vaping devices.
- This policy applies to all staff, students, visitors and contractors.
- It is a breach of the policy to smoke or knowingly allow smoking on campus.
- If you don't follow the policy it could result in disciplinary action in accordance with the >student behaviour management policy< and/or >staff disciplinary procedure<.

>The institution< will:

- Work to ensure that all campus areas remain smoke-free.
- Provide a supportive environment for those who want to stop smoking.
- Promote the smoke-free policy using a range of methods, to ensure that anyone using the campus is aware of the policy.
- Promote campaigns to discourage the uptake of smoking and the benefits of being smoke-free.

Advice and support

- If you do wish to smoke, please ensure you are off campus and also show consideration for the environment, members of the public and our neighbours.
- If you would like free support to quit smoking you can contact Quit Your Way on 0800 783 9132 or visit www.quityourway.scot >add campus quit service details<.
- Find out how being smoke-free can leave you fitter, happier and better off at www.befree.scot

If you have a question or complaint regarding the smoke-free policy please contact >details<.

Full version of the smoke-free free policy and be viewed at >weblink<.



Guidance for Staff

All members of staff are required to take the following steps if they become aware of someone smoking or vaping on campus:

1. Ask them to stop.
2. Remind them of the smoke-free policy.
3. If the request to stop is ignored, the individual should be asked to leave the premises.
4. Record all incidents and report them to the **>designated person<**.

