



Policy on: Smoke-Free Campus

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Perspective	Institution		
Policy Owner	Director of Sustainability Center		
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Approval Body	College Board		
Policy History	First Introduced	Revised Date	Effective Date
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Review Cycle	Every 3 years		
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Revision			
	Date	Revised By	Major Changes
Revision 1			
Revision 2			
Revision 3			

1. Statement.

This policy is hereby developed to create a healthier, safer, and cleaner environment for all employees, students, and visitors by establishing a smoke-free campus.

2. Policy Purpose.

- 2.1 Protect all individuals from the harmful effects of secondhand smoke by creating a smoke-free environment.
- 2.2 Promote healthier lifestyle choices among the campus community by encouraging smoking cessation.
- 2.3 Reduce the negative environmental impacts associated with smoking, such as littering and pollution.
- 2.4 Enhance the overall atmosphere of the campus by maintaining clean, smoke-free areas.
- 2.5 Ensure compliance with national laws and regulations regarding smoking in public spaces.

3. Definitions and Abbreviations.

- 3.1 **Smoke-Free:** An environment where smoking is prohibited in all areas, whether indoor or outdoor.
- 3.2 **Smoking:** The act of inhaling, exhaling, or holding lighted tobacco products, including cigarettes, cigars, pipes, and any other lit or heated products intended for inhalation.
- 3.3 **Secondhand Smoke:** Smoke inhaled involuntarily from tobacco being smoked by others.

4. Stakeholders.

This policy applies to: All MCBS stakeholders.

5. Procedures.

The following steps are to be followed in implementing this policy:

5.1 Establishment of Smoke-Free Zones

- 5.1.1 **Stage 1:** Facilities team will identify all indoor and outdoor areas where smoking will be prohibited.
- 5.1.2 **Stage 2:** They will clearly mark these areas with signage indicating "No Smoking" zones as seen in *Appendix I*.
- 5.1.3 **Stage 3:** Sustainability center will communicate the designated smoke-free zones to all stakeholders.

5.2 Enforcement:

- 5.2.1 **Stage 1:** Facilities team will develop and communicate procedures for reporting violations of the smoke-free policy.
- 5.2.2 **Stage 2:** They will dedicate personnel responsible for enforcing the policy and handling complaints, if any.
- 5.2.3 **Stage 3:** Human resource department will take corrective actions in the event of violations, including warnings and penalties where applicable.

5.3 Smoking (Reducing or Quitting) Support Programs

- 5.3.1 **Stage 1:** Provide resources and programs to support individuals who wish to quit smoking through MCBS clinic.
- 5.3.2 **Stage 2:** Offer educational materials and workshops on the health risks of smoking through the clinic and counsellor.
- 5.3.3 **Stage 3:** Collaborate with local healthcare providers for smoking cessation programs through the clinic and counsellor.
- 5.3.4 **Stage 4:** A review is conducted after every 3 years through a survey in *Appendix II* to measure the quality, appropriateness, and effectiveness of the policy and fill in the Policy Review Report in *Appendix III* before submitting it to QA.

6. Roles and Responsibilities.

6.1 Management and Facilities team

- Ensure compliance with the smoke-free policy.
- Monitor designated smoke-free zones.
- Handle reports of policy violations and take appropriate actions.

6.2 MCBS Clinic and Counsellor

- Develop awareness programs for employees.
- Provide support and resources for smoking cessation programs.
- Address any complaints or concerns regarding policy enforcement.

6.3 Sustainability Center Team and Facilities team

- Install and maintain "No Smoking" signage across the campus.
- Ensure that all outdoor and indoor areas are properly marked and maintained.

6.4 Sustainable Development Club

- Promote awareness of the environmental impact of smoking through campaigns and events.
- Lead initiatives to keep the campus clean by organizing litter clean-up drives and educational programs on the effects of smoking-related waste.
- Collaborate with the campus community to create engaging activities and workshops that encourage healthier, smoke-free lifestyles.
- Assist in monitoring compliance by educating peers about the smoke-free policy and its benefits.

7. References.

The development of this policy has, in a contextualized manner, benefited from the following documents:

1. <https://www.who.int/teams/health-promotion/tobacco-control>
2. <https://www.cdc.gov/tobacco/about/index.html>
3. <https://ash.org/>