

## **Nonsmoking Policy**

**Policy Number:** 416

**Effective Date:** January 1989

**Last Revised:** September 2008

**Applicability:** All faculty, staff, students, and visitors of the University.

### **Introduction:**

Lehigh University recognizes that smoking poses significant health risks and fire hazards to members of the community and considers the needs and concerns of smokers, and non-smokers alike, in providing a healthy and safe living, learning and work environment for all students, employees, faculty, and guests. Medical evidence clearly shows that smoking is harmful to the health of smokers. It is also an irritant to many non-smokers and can worsen allergy conditions. In sufficient concentrations, secondhand smoke may be harmful to those with chronic heart or lung disease. In addition, there is evidence that long term exposure to secondhand smoke may seriously threaten the health of non-smokers. It is expected that smokers will comply with the spirit and intent of this Policy. All Lehigh University employees, students, faculty, and guests are expected to comply with this Policy.

### **Policy:**

Smoking will not be permitted in any University-owned or leased building or vehicle. No person shall smoke or burn tobacco or other products anywhere in Lehigh University buildings, or in University motor vehicles, including buses and vans. All University residence areas are smoke free.

Smoking is permitted on University grounds provided it occurs 15 feet from any building entrance and away from doorways, windows, and ventilation systems to prevent smoke from entering buildings and facilities. Smokers are reminded that improper disposal of smoking materials is a fire hazard and considered litter. All cigarette butts must be disposed of properly in an approved receptacle.

### **Procedures:**

Managers and supervisors are responsible for compliance with this Policy within their areas. Faculty, staff, and students are responsible for informing visitors of this Policy and directing visitors to appropriate outdoor area.

Complaints about this Policy by University faculty, staff, students, or visitors shall be referred to the responsible authority within the building in which the incident occurs. The responsible authority within each building is the highest ranking officer or manager (Provost, Vice President, Dean, Department Chair, Department Head, and Center and Institute Director or their designee). If the responsible authority chooses not to investigate and resolve any Policy-related disputes or complaints, or if agreement cannot be reached, the following offices may be contacted:

<b>Question about:</b>	<b>Contact:</b>	<b>Extension</b>
<b>Policy – General:</b>	Environmental Health & Safety	86240
Faculty	Provost’s Office	83605
Staff	Human Resources	83900
Students	Residence Life	83500
<b>Problem Resolution:</b>		
Faculty	Provost’s Office	83605
Staff Members	Human Resources	83900
Students	Residential Services	83500
	Environmental Health & Safety	86240
<b>Supplies:</b>		
Signage	Facilities Management	83940
Ash receptacles (external)	Facilities Management	83940

### **Smoking Cessation Assistance**

Information and help for students to stop smoking is available through Counseling and Psychological Services (83880) or the Health Center (83870).

Information and help for staff to stop smoking is available through the Employee Assistance Program (EAP) administered by Integrated Behavioral Health (IBH). IBH can be reached at 1-800-395-1616 or via the web at [www.ibhcorp.com](http://www.ibhcorp.com).