

Smoke-Free Environment

Authority This Guide Memo was approved by the President of the University.

Applicability This policy applies to all academic and administrative units of Stanford University, including SLAC, and all campus student housing. This policy does not supersede more restrictive policies which may be in force in compliance with federal, state, or local laws or ordinances. More restrictive policies not required by law must be approved by the President.

Summary Section headings for this Guide Memo are:

1. POLICY
2. GUIDELINES
3. ENFORCEMENT
4. IMPLEMENTATION AND DISTRIBUTION

1. POLICY

It is the policy of Stanford University that smoking of tobacco products in enclosed buildings and facilities and during indoor or outdoor events on the campus is prohibited.

2. GUIDELINES

- a. **Smoking-Prohibited Areas** – Specifically, smoking is prohibited in classrooms and offices, all enclosed buildings and facilities, in covered walkways, in University vehicles, during indoor or outdoor athletic events, during other University sponsored or designated indoor or outdoor events and in outdoor areas designated by signage as “smoking prohibited” areas.
 - Ashtrays will not be provided in any enclosed University building or facility.
 - "Smoking Prohibited" signs will be posted.
- b. **Outdoor Smoking Areas** – Except where otherwise posted as a “smoking prohibited area,” smoking is generally permitted in outdoor areas, except during organized events. Outdoor smoking in non-prohibited areas must be at least 20 feet away from doorways, open windows, covered walkways, and ventilation systems to prevent smoke from entering enclosed buildings and facilities. To accommodate faculty, staff and students who smoke, Vice Presidents, Vice Provosts and Deans may designate certain areas of existing courtyards and patios as smoking areas, in which case ashtrays must be provided. Costs associated with providing designated smoking areas and ashtrays will be absorbed by the specific academic or administrative unit(s).

3. ENFORCEMENT

This policy relies on the consideration and cooperation of smokers and non-smokers. It is the responsibility of all members of the University community to observe and follow this policy and its guidelines.

- a. **Smoking Cessation Information** – Smoking cessation programs are available for faculty and staff through the Center for Research in Disease Prevention, Health Improvement Program (HIP). Students may contact the Health Promotion Program (HPP) through the Student Health Center for smoking cessation information or programs.
- b. **Repeated Violations** – Faculty, staff and students repeatedly violating this policy may be subject to appropriate action to correct any violation(s) and prevent future occurrences.

4. IMPLEMENTATION AND DISTRIBUTION

Copies of this policy will be disseminated to all faculty, staff and students and to all new members of the University community.