The American University in Cairo

**Tobacco-Free Community Policy**

**Policy Statement**

Students, staff, faculty and visitors are prohibited from smoking and using tobacco and nicotine products (other than approved cessation aids) outside of the designated smoking areas effective February 18, 2018. Tobacco waste products such as cigarette butts must be disposed in designated receptacles. The appropriate signage will be placed on the campuses to make clear where the use of tobacco products is allowed. Student organizations are prohibited from accepting money or gifts from tobacco companies and tobacco advertisements are prohibited in university-run publications and on grounds or facilities. Any violators of this policy will face progressive disciplinary actions.

**Reason for Policy/Purpose**

The 2006 and 2010 U.S. Surgeon General’s Reports have concluded that secondhand smoke exposure causes disease and premature death in children and adults who do not smoke, and that any exposure to tobacco smoke, even an occasional cigarette or exposure to secondhand smoke, is harmful. Additionally, in 2010 the WHO [published a report](http://www.who.int/quantifying_ehimpacts/publications/shsarticle2010/en/) on secondhand smoke that found that more than 600,000 deaths per year worldwide, more than 1 percent of all deaths, are caused by secondhand smoke. As an educational institution, the American University in Cairo is committed to creating a tobacco-free environment on campus to respect the rights of non-smokers and protect the wellbeing of students, faculty, staff and visitors. Lastly, the 2007 Egyptian Law No.154, Article 2, prohibits smoking at any “health or educational facility,” and therefore this policy is designed to bring AUC into closer compliance with Egyptian law.

**Who Approved This Policy**

Mr. Brian MacDougall, executive vice president for administration and finance, January 24, 2018

Mr. Mohamed Ebeid, executive director for safety and security, January 24, 2018

Committee for a Tobacco-Free AUC composed of AUC Community representatives, January 24, 2018

**Who Needs to Know This Policy**

AUC students, faculty, staff and visitors.

**Web Address for this Policy**

https://www.aucegypt.edu/about/university-policies

**Contacts**

Responsible University Official: Executive Director for Safety and Security Page 1

Responsible University Office: Office of Safety and Security

The American University in Cairo

Resources for students: Student Wellbeing Office

If you have any questions on the policy or procedure for the Tobacco-Free Community Policy, you may:

1. Call Gen. Mohamed Ebeid at ext. 2213, or
2. Send an email to mohamed\_ebeid@aucegypt.edu

Page 2

The American University in Cairo

**Definitions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Term** (alphabetical order) | **Definition as it relates to this policy** | |
|  |  | Smoking | The burning of any tobacco product, or the use of an electronic | |
|  |  |  | device to simulate the experience of smoking, having a cartridge | |
|  |  |  | with a heater that vaporizes liquid nicotine instead of burning | |
|  |  |  | tobacco. Examples of such devices are: e-cigarette, e-shisha, etc. | |
|  |  |  |  |  |
|  |  | Tobacco product | Including but not limited to: any product containing, made, or | |
|  |  |  | derived from tobacco that is intended for human consumption, | |
|  |  |  | whether chewed, smoked, absorbed, dissolved, inhaled, snorted, | |
|  |  |  | sniffed or ingested by any other means, or any component part or | |
|  |  |  | accessory of a tobacco product, including but not limited to | |
|  |  |  | cigarettes; cigars; little cigars; cheroots; stogies; periques; | |
|  |  |  | granulated, plug cut, crimp cut, ready rubbed, and other smoking | |
|  |  |  | tobacco; snuff ; snuff flour; Cavendish; plug and twist tobacco; | |
|  |  |  | fine-cut and other chewing tobacco; shorts; refuse scraps, | |
|  |  |  | clippings, cutting and sweepings of tobacco, e-cigarettes, | |
|  |  |  | hookah; and other kinds and forms of tobacco. | |
|  |  |  |  |  |
|  |  | Vehicle | Any motorized transport including automobiles, vans, mini vans, | |
|  |  |  | trucks, buses, motorcycles and utility carts. | |
|  |  | |  |  |
|  | **Policy/Procedures** | |  |  |

All persons present at any time inside the pedestrian walls of either AUC campus are prohibited from smoking or consuming any tobacco products outside of the designated smoking areas. The designated smoking areas on the campuses are clearly marked with signs and a perimeter that delineates exactly where the use of tobacco products is permitted. These designated smoking areas will include receptacles for any tobacco waste products such as cigarette butts. Disposal of tobacco waste products other than in designated receptacles (i.e. littering) is subject to sanctions. It is also prohibited to consume tobacco within any AUC-owned vehicles or underneath any indoor or outdoor ceilings anywhere on AUC property.

Additionally, all persons present at any time inside the fenced perimeters of the RISE complex or the Parcel 17 facilities complex on the AUC New Cairo campus are prohibited from smoking or consuming any tobacco products outside of the designated smoking areas. While technically outside the pedestrian walls of the inner campus, these areas constitute spaces where members of the AUC community work closely with one another on a daily basis and deserve the same access to smoke-free air as everyone else.

Universal compliance with this policy will depend upon the cooperation of all faculty, students and employees to not only comply with the policy, but also to encourage others to comply in order to promote a healthy and safe environment in which to learn, work and live. The AUC Campus Safety and Security Officers will be the main enforcement authority of this policy around campus; however, consistent and fair enforcement of this policy will require the engagement of a diverse coalition of AUC community members including the Office of Safety

Page 3

The American University in Cairo

and Security, the Provost, the Dean of Students, the Office of Human Resources and the University faculty.

Security personnel are authorized to check and copy IDs of whoever is violating this policy. Refusing to submit the ID would be considered a violation of the AUC ID Card Policy and could result in suspension of access to campus.

In the case of a violation, the violating person will have their information taken and will receive a letter informing them of the rules outlined in this policy. Should an individual continue to violate the policy they will face progressive sanctions as outlined here:

Students:

Second violation: Option: enrollment in AUC’s 4-hour tobacco education program or 500 EGP fine

Third violation: 1000 EGP fine

Fourth violation: 3000 EGP fine

Fifth violation and above: 5000 EGP fine, for each violation

Employees (Faculty and Staff):

Second violation: Option: enrollment in AUC’s 4-hour tobacco education program or deduction of 0.5 day of salary

Third violation: Deduction of 1.0 day of salary

Fourth violation: Deduction of 2.0 days of salary and warning of termination of employment following the next violation

Fifth violation: Termination of employment

Alumni

Second violation: 30 day suspended access to campus

Third violation: 180 day suspended access to campus

Fourth violation: One year suspended access to campus

Visitors

First violation: Verbal warning

Second violation: Removal from premises

Third violation: Denied access

When found violating the policy, students will be reported to the Dean of Students, professional and continuing education students are reported to the Dean of the School of Continuing Education, staff will be reported to the AVP for Human Resources and faculty will be reported to the Provost. These positions are tasked with administering the above sanctions to the policy violators in their respective areas of responsibility.

All amounts that are deducted as penalties for violations for staff will be deposited into a special account and expended on social, cultural and sports activities. Amounts deducted for student violations will be deposited into the student aid account.

Page 4

Student organizations are prohibited from accepting money or gifts from tobacco companies, including:

* Parties sponsored by tobacco companies or allowing tobacco companies to distribute free, reduced-price or fully-priced tobacco products (t-shirts, hats, etc.) on campus.
* All tobacco advertising, such as billboards and signs owned and used by AUC.

Tobacco advertisements are prohibited in university-run publications and on grounds or facilities owned or used by AUC. The sale or free distribution of tobacco products, including merchandise, is prohibited on both campuses and at all AUC events even if they take place off of AUC property.

As part of AUC’s effort to encourage the wellbeing of all students, faculty and staff, the Office of Medical Services operates a smoking cessation clinic designed to provide free assistance to any AUC community member who wishes to stop using tobacco products.

Page 5

The American University in Cairo

This policy will be implemented through two phases:

1. Allowing smoking only in designated areas outside the main pedestrian area, starting February 2018
2. Banning smoking and consuming any tobacco products inside the New Cairo campus area delimited by the metal detectors starting the 25th of August 2018. Smoking will only be allowed in designated areas around and /or within the parking lots.

**History/Revision Dates**

Origination Date: February 2, 2012

Amended Date: February 25, 2018

Amended Date: June 24, 2018

Amended Date: July 31, 2018

Next Review Date: November 4, 2018

Page 6