

Dear AUC Community,

As we approach the end of the second week with the Tobacco-Free Campus Policy in place, we are reaching out to acknowledge that we have heard your feedback about the designated smoking areas and to communicate several updates with our campus initiative. We know that the current change is difficult, yet improving the environment for non-smokers and smokers on campus is something that all of us can embrace. Our team is committed to facilitating this transition, and we will do our best to keep you informed.

We would like to thank all of you who completed the DAIR survey that was aimed at assessing the attitudes and behaviors of the AUC community as they relate to using tobacco. Close to 2,000 people from the AUC community responded to our survey, and we will update you on the results in the near future. We will use your feedback to further shape how we plan and implement the tobacco-free initiative.

Through the students on our committee, students we met in classes and students we approached around campus, we heard that there were too few designated smoking areas and that the ones already in place were too small. In response to this feedback we added three additional smoking areas (labeled 4, 5 and 7 on the attached map) and expanded areas 3 and 6 (near L' Aroma and the Administration Building). As we stated in our first communication at the end of January, we are eager for your feedback and always looking for new committee members at our meetings willing to share their perspective. You can email david.folsom@aucegypt.edu for more information about meeting times.

Along with this communication, we are also releasing an updated version of our Tobacco-Free Campus Policy. This version of the policy is being translated into Arabic as well--both the English and Arabic copies are attached here. The main additions to the policy are the sanctions that will be applied to those who repeatedly violate the policy. The two key features of these sanctions are that they are progressive (they begin with a warning and get steadily more serious with each continued infraction) and that they apply to everyone. The following sanctions have already been approved by the University Cabinet and are now in effect. You can find more details in the body of the policy itself.

For students, the first repercussion will be a written warning letter issued by the Office of Diversity and Advocacy under the Dean of Students providing information about the policy. After being caught smoking (or using an e-cigarette) a second time outside of the designated areas there will be the option of a 500 EGP fine along with community service or a six-hour educational course on the harmful effects of smoking. After the second incident the fines gets progressively greater (1,000 and 5,000 EGP), and the final step after violating the policy five times is a mandatory course load reduction.

For both faculty and staff, the first violation will result in a written warning letter from either the Provost or the AVP for Human Resources, respectively. After the second infraction, there is the option to enroll in the six-hour educational course or receive a

reduction in salary equivalent to half a day's pay. Additional violations will precipitate increasingly larger pay deductions (1 day and 2 days equivalent), and violating the policy five times will result in termination of employment. These sanctions apply equally to both faculty and staff.

We recognize that the consequences for breaking the policy are very serious, and we sincerely hope that no one ever reaches the fifth level of sanctions. There is not a single member of our committee that *wants* to impose consequences, yet we feel that progressive sanctions are essential to communicating the seriousness with which AUC is taking our new Tobacco-Free Campus Policy.

As a reminder, the New Cairo campus has a [tobacco cessation clinic](#) for anyone interested in trying to quit. The clinic is free for all students, faculty, and staff. You can reach the clinic by email at tobaccofree.med@aucegypt.edu or by stopping in the Office of Medical Services anytime between 9 am and 4 pm during the work week.

Finally, we would like to thank everyone who has readily complied with the outlines of the Tobacco-Free Campus Policy. We greatly appreciate everyone who has been utilizing the designated smoking areas; you have taken a great step toward helping the campus realize the goal of improved health for all non-smokers and smokers alike.

Sincerely,

Committee for a Tobacco-Free AUC

1. Dr. Lotfi Gaafar - Professor & Chair, Department of Mechanical Engineering
2. Dr. Mohamed Amin - Director, Office of Medical Services
3. Mohamed Kouta - Student, Editor of the *Caravan*
4. Magda El Mahalawy - University Senator & Executive Assistant to the Chair, Department of Mechanical Engineering
5. Dr. Maki Habib - Professor, Department of Mechanical Engineering
6. Dr. Mervat Abou Oaf - Professor, Department of Journalism and Mass Communication
7. Brian MacDougall - Executive Vice President for Administration and Finance
8. Dr. George Marquis - Dean of Students
9. David Folsom - Intern, Office of the EVP for Administration and Finance
10. Jada Bullen - Intern, Office of the Dean of Students
11. Dr. Ithar Hassaballa - Professor, Psychology Department
12. Dr. Jamie Mendoza - Professor, Psychology Department
13. Dina Abulfotuh - Vice President for Advancement and Communications
14. Elizabeth Lepro - Intern, Office of Advancement and Communications
15. Hanan Omary - Executive Director for Communications
16. Sarah Refaat - Associate Vice President for Human Resources
17. General Mohamed Ebeid - Executive Director for Safety and Security

18. Noel Knille - Associate Vice President for Campus Services
19. Dr. Ola Morsey - Director, Office of Student Well-being and Adjunct Associate Professor of Psychology
20. Reem El-Mograby - Office of the Dean of Students
21. Mohammad Habib - Student, FYE President
22. Sally AbdelKader - Parent Association Representative
23. Shereen Attawy - Associate Director, SCE Strategic Enrollment Management
24. Ahmed Gazar - Vice-President of the Student Union
25. Dr. Hussam Hassan - Director, Health and Safety