

## NGU Smoke-Free Policy

### Overview

With the objective of lowering smoking among its community; NGU Student Affairs Office (SAO) proposed a participatory approach in the formulation and design of a smoke-free policy for NGU. To ensure a smooth and successful implementation of a smoke-free NGU campus, the SAO invited representatives from NGU community to come and discuss a smoke-free policy from NGU. Starting a community dialogue and understanding the perspectives of NGU members has helped the SAO understand the needs of the community and has designed the presented policy.

**Understanding the importance of participatory approaches:** Risks of smoking whether first hand or second hand has been out there and proved through research on the topic. Implementing smoke-free policies on university campuses has been challenging. However, studies show that using participatory approaches has helped universities successfully implement their non-smoking policies. Ensuring the community and the different stakeholders are involved in the process from the beginning, along with taking steps gradually ensures sustainable change. Based on studying the different approaches that universities have taken to implement a non-smoking policy; the SAO has taken the following steps:

- Created a non-smoking committee to discuss the different approaches for non-smoking policies. The committee had representations from faculty, staff, and students. They met and studied the community needs and have propped the presented smoke-free policy.
- Conducted a survey that was filled by NGU community members (students, faculty, and staff). This survey collected the data presented in the attached report on the current situation and the needs for the NGU community regarding this issue. It helped identify the views of community members on the responsibility of NGU and the presented violation sanctions.
- Based on the survey results the proposed policy below was drafted.

### **NGU Smoke-Free Policy Statement:**

Smoking and the use of tobacco products is prohibited by students, staff, faculty and visitors outside of designated smoking areas effective May 30<sup>th</sup>, 2019. Marks and signs will be placed at the designated smoking areas. Smoking outside these marks and signs will automatically present the violating member into disciplinary actions. Supporting any tobacco companies in any way by NGU members is prohibited.

### **Policy Purpose:**

Due to the health risks that second hand smoking presents to a large number of the population NGU believes it needs to play a role in limiting second hand smoking risks. Based on the Global Health Observatory (GHO) Data for the World Health Organization (WHO) it has been identified that

*“The link between Second-Hand Smoke (SHS) and several health outcomes, such as respiratory infections, ischaemic heart disease, lung cancer and asthma, have long been established. Nevertheless, 93% of the world population is still living in countries not covered by 100% smoke-free public health regulations, and exposure to SHS in the home is still common. Globally, more than a third of all people are regularly exposed to the harmful effects of smoke. This exposure is responsible for about 600,000 deaths per year, and about 1% of the global burden of disease worldwide. This risk factor is prevalent in practically every region of the world.” (WHO, 2019)*

In addition, the 2007 Egyptian Law No.154, Article 2, prohibits smoking at any “health or educational facility,” and therefore NGU wants to ensure that it is supporting and taking steps towards ensuring that its campus is compliant to the smoking Egyptian law.

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All members of NGU community and any visitor or partner that is present at any time inside the pedestrian walls of NGU campus are prohibited from smoking or consuming any tobacco products outside of the designated smoking areas. The designated areas are clearly marked where it is beginning and ending is marked on the ground. Any smoking beyond those marks and designated areas will present its violator to NGU smoking sanctions. The designated smoking areas will be provided with waste bins to collect smoke wastes. It is also prohibited to smoke or use any smoke generating device within NGU vehicles.

Cooperation of ALL members of the community including high level staff and leaders of the community is critical to ensure the compliance to the policy. All members of the community are required to encourage everyone on NGU premises to implement and abide with the policy. All community members are responsible for educating themselves and others on the policy to ensure we are all aware of our responsibilities towards the right of everyone to have access to smoke-free air.

The NGU Security team will be the core authority in enforcing the policy by reporting any violations to the assigned personnel for implementing policy violations, however, it is a collective responsibility of all NGU community members to work together and support one another in policy implementation.

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 NGU rules and regulations.

In the case of a violation, the violating person will receive a verbal warning which is tracked. If the violation is repeated the assigned policy personnel will move chronologically to the following sanctions accordingly as outlined here:

Students:

1. Verbal Warning
2. Written Warning
3. Attend mandatory NGU smoke-free support group
4. Pay a fine of 500 EGP
5. Suspension from University

Employees (Faculty and Staff):

1. Verbal Warning
2. Written Warning
3. Attend mandatory NGU smoke-free support group
4. Receive 500 EGP salary reduction
5. Suspension from Work

#### **Who Implements the policy:**

The Director of Student Affairs, the Human Resources, and the University President and Vice President are responsible for ensuring these above sanctions are applied equally and fairly with everyone and not out looked nor ignored based on personal interest or the position/ranking of the person violating the policy.

- If students violate the policy they will be reported to the Director of Student Affairs.
- If staff violates the policy they will be reported to Human Resources.

- If faculty violates the policy they will be reported to the University President and Vice President.

All NGU members and representatives of student organizations or university departments are prohibited in receiving any support whether money or in-kind funding/support. Receiving any support or promoting tobacco companies is considered a violation to NGU smoke-free policy.

#### **Smoke-free support meetings:**

NGU School of Medicine offers support meetings to help smokers who are willing to quit. These meetings are open to all community members. It is designed and implemented through the assigned staff members in the School of Medicine. All services presented in these meetings are free-of-charge.

#### **Responsibility of knowing and implanting the Policy is with:**

NGU students, faculty, staff and visitors.

#### **Methods of communicating the policy:**

The Marketing team along with the SAO, HR, and NGU leadership are responsible for collaborating in a delivering the policy to all members of the community using the following methods:

- Signs across campus
- Awareness campaigns on campus
- Emails to NGU community
- NGU Website
- NGU Social Media outlets

#### **If any violation is identified you are responsible to report it to the following:**

- Responsible SAO Staff for Students' Violation
- Responsible HR Staff for Staff Violation
- Responsible Faculty (reporting to the University President and Vice President) for Faculty Violation.

All responsible positions mentioned above will be appointed by the Vice President and will report to the Vice President.

#### **Designated Smoking areas:**

- Roof of Building A
- Roof of Building B
- At the back area of Building B
- At the back area of Building C

#### **If you have any questions on the policy please contact:**

- Call Mrs. Amal Salama at ext. 77876 or
- Send an email to [asalama@ngu.edu.eg](mailto:asalama@ngu.edu.eg)

The Definitions below have been adopted from the AUC smoking policy as it presents similar values and understandings to NGU community members. Definition as it relates to the NGU 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; and other smoking tobacco snuffs; e-cigarettes, hookah; and all other kinds and forms of tobacco.

**Vehicle:** Any motorized transport including automobiles, vans, mini vans, trucks, buses, motorcycles and utility carts.

**Members of NGU Community:** This includes all students, all staff (full-time, part-time), and faculty (all teaching staff both full-time and part-time, and administrative faculty)