



#### A. Policy

In order to promote a healthy, safe, and aesthetically pleasing work, educational and living environment, all facilities of The University of Texas at Dallas (UT Dallas) are smoke free.

#### B. Scope

This policy applies to all faculty, staff, students and visitors of UT Dallas.

#### C. Procedures

##### 1. Prohibited Areas for Smoking

Smoking is not permitted in any University-owned or leased buildings or vehicles. This includes hallways, classrooms, offices, restrooms, meeting rooms, indoor or open-air athletic facilities, performance halls, and all other spaces in University-owned or leased buildings or vehicles.

##### 2. Areas and Circumstances in which Smoking is Permitted

Smoking areas are permitted outside of University facilities provided that these areas are located far enough away from doorways, windows, and ventilations systems to prevent smoke from entering buildings and facilities. In general, this is at least twenty-five (25) feet from any gate, entryway, arch, doorway, air intake or operable window.

#### D. Exceptions

Upon the approval of the Executive Vice President and Provost and the UT System Executive Vice Chancellor for Academic Affairs, appropriate medical exceptions will be considered.

#### E. Compliance

All members of the UT Dallas community shall be responsible for compliance with this policy. It is expected that smokers will voluntarily comply with the spirit and intent of this policy.

#### F. Enforcement of Policy

Violations of this policy by university faculty, staff, students or visitors may be reported to the Vice President for Business Affairs or to the Ethics and Compliance Hotline.

#### G. Smoking Cessation Assistance

Information and help to stop smoking is available through the UT Dallas Employee Assistance Program (EAP). The EAP can be reached at 214-648-5330.



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ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

SUBJECT  
UNIVERSITY HUMAN RESOURCES POLICIES

SUB-TOPIC  
**SMOKE-FREE FACILITIES**

H. Litter

Smokers are reminded that improper disposal of smoking materials is a fire hazard and is considered littering.

I. Smoke-free (tobacco-free) Campuses

The satellite locations of the Center for Brain Health and the Callier Center for Communication Disorders-Dallas are smoke-free, tobacco-free campuses.

For assistance: Questions regarding the Smoke-Free Facilities policy should be directed to the Office of Human Resources Management.