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**Policy Title: Smoking Policy**

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**1.0 Objective**

To provide a “smoke-free” environment at UMT.

**2.0 Scope**

This policy is applicable to all employees, their guests and visitors, in all buildings, offices and busses owned or operated by UMT.

**3.0 Policy**

Tobacco use is inherently an injurious activity that affects not only its users but also those around them. It is therefore expedient to ban all indoor and vehicular tobacco use at UMT.

It is the responsibility of employees to ensure compliance of this policy from persons visiting them. In situations where nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

Smoking is allowed only at designated smoking areas specified by Office of Campus Management and Services (OCMS). OCMS will ensure adequate ventilation so that there is no contamination of air in the non-smoking area. Cigarette butts should be carefully and properly extinguished and saved in an ashtray or trash can. Those, who fail to comply with the policy, will be fined.

**4.0 Compliance and Enforcement**

The OCMS is the responsible office to ensure implementation.