

National Chung Hsing University Campus Tobacco Hazards

Prevention Management Measures

Drafted in the 342nd administrative meeting on March 18, 2009

Approved in the 400th administrative meeting on September 7, 2016

Revised and approved in the 456th administrative meeting on June 21, 2023 (Articles 1 to 5, 9 to 11)

Article 1 In order to control tobacco hazards, ensure environmental hygiene, and campus air quality, National Chung Hsing University (hereinafter referred to as "the University") hereby establishes these Measures in accordance with the *School Health Act* and the *Tobacco Hazards Prevention Act*.

Article 2 Smoking (including e-cigarettes) is prohibited in all indoor and outdoor areas of the University. Responsible units of these areas shall set up clear no-smoking signs in both Chinese and English at entrances or appropriate locations to indicate that smoking is not allowed; and shall not provide any smoking-related items.

Article 3 All units of the University should cooperate to implement campus tobacco hazards prevention work, creating a smoke-free campus environment and maintaining the physical and mental health of all faculty, staff, and students.

Article 4 Responsibilities of various units in the University for tobacco hazards prevention management are as follows:

1. Office of Academic Affairs: Integrate issues of campus smoking prohibition, tobacco hazards, and quitting smoking into professional or general education courses.
2. Office of Student Affairs:
 - 1) Health and Counseling Center
 1. Promote health education and advocacy plans for campus tobacco hazards prevention.
 2. Provide smoking cessation medical consultation and referral to nearby medical institutions for smoking cessation clinics.
 3. Offer psychological support and counseling for those undergoing smoking cessation treatment.
 4. Assist health units in inspecting the work of campus tobacco hazards prevention.
 - 2) Student Safely Division
 1. Serve as the reporting window for tobacco hazard issues from teachers and students.
 2. Advise and stop smoking behaviors of students on campus.
 - 3) Student Housing Service Division
 1. Assist in health education and advocacy of tobacco hazards prevention

- within dormitory areas.
- 2. Reason with and stop dormitory residents from smoking.
- 3. Prohibit tobacco-related promotional content in dormitory areas.
- 4) Extracurricular Activities Division:
 - 1. Manage student clubs to ensure no tobacco promotional content.
 - 2. Reason and stop smoking behaviors in managed areas.
- 5) Student Life Division:

Students who violate the campus smoking ban and refuse to mend after repeated education shall be punished according to relevant regulations.
- 3. Office of General Affairs:
 - 1) Division of Business Engagement:
 - 1. Remove smoking areas and related facilities.
 - 2. Set up no-smoking signs, lines, and facilities in buildings and public facilities within the campus.
 - 3. Organize campus patrols by security guards to discourage and correct illegal smoking.
 - 2) Division of Property Operation Management:
 - 1. Manage campus shops and vending machines to prohibit the sale of tobacco products or items related to smoking.
 - 2. Educate and deter smoking behaviors of outsourced vendors and their staff through tobacco hazards prevention education.
 - 3) Division of Construction and Maintenance, Division of Procurement:
 - 1. When signing contracts with vendors, clauses prohibiting smoking within the campus shall be added to ensure vendors comply with tobacco hazards prevention regulations on campus
 - 2. Educate and deter smoking behaviors of outsourced vendors and their staff through tobacco hazards prevention education.
- 4. Office of Research and Development:

Revise the university's "Student Internship Contract Template" to include provisions that institutes of Internship shall promote the prohibition of individuals under twenty from entering smoking areas and discourage the act of offering cigarettes.
- 5. Office of International Affairs:

Assist in tobacco hazards prevention advocacy for international students.
- 6. Office of Personnel:

For faculty and staff who successfully quit smoking, rewards will be given, and for those who violate the *Tobacco Hazards Prevention Act*, disciplinary actions will be proposed. The responsible unit should fill out a recommendation form for rewards or punishments.
- 7. Occupational Safety and Health and Environmental Protection Center:

1. Provide health education and advocacy on tobacco hazards prevention among faculty and staff.
2. Assist environmental units in inspecting campus tobacco hazards prevention efforts
8. Sports Department:
 1. Reason and stop smoking behaviors in sports facilities under its jurisdiction.
 2. Ensure no tobacco-related promotional content in managed areas.
9. Library:
 1. Reason and stop smoking behaviors within the library.
 2. Ensure no tobacco-related promotional content in the library.
10. All colleges, departments, institutes, offices, and Divisions:
 1. Set up no-smoking signs in managed buildings and ensures no tobacco-related promotional content.
 2. Reason and stop smoking behaviors in managed areas.
 3. Manage to prohibit the sale of tobacco products or smoking-related items within their jurisdiction and ensure no tobacco promotional content appears.
 4. Provide health education and advocacy for tobacco hazards prevention among faculty and students, and reason and stop smoking behaviors on campus.

Article 5 Those in charge of no-smoking areas, including supervisors, managers or staff, should reason and stop smokers from smoking. If someone is found smoking in a no-smoking area, others present may also stop it. If the smoker refuses to stop smoking after persuasion, the campus security guards can be summoned to talk such person out of campus or call the Taichung City Government Tobacco Hazards Prevention Hotline for reporting All administrative, teaching, and research units of the University should verbally inform vendors of the requirements of these Measures before entering the campus or include them in contracts.

Article 6 The sale of tobacco products or items resembling tobacco products is not allowed on campus. Posting tobacco advertisements, and engaging in tasting or promotional activities for tobacco products are also prohibited.

Article 7 Carrying or consuming e-cigarettes is not allowed. If someone is found carrying or consuming e-cigarettes, the campus security guards can report to the Taichung City Police Bureau for investigation of the ingredients and source.

Article 8 For students, faculty, staff, or visitors who violate the smoking regulations on campus and refuse to mend after repeated education, the following measures will be implemented:

1. Students who violate the smoking regulations and refuse to mend after repeated education shall be disciplined according to the University's student disciplinary regulations.
2. Faculty or staff who violate the smoking regulations and refuse to mend after repeated education shall be reported to their respective unit heads and referred to the

Office of Personnel for disciplinary action according to relevant regulations, or reported to the competent authority for punishment according to the *Tobacco Hazards Prevention Act*.

3. When visitors, outsourced vendors, and their employees who violate the smoking regulations refuse to mend after repeated education, the campus security guards can be summoned to talk such person out of campus; if the case is severe, they can be reported to the competent authority for punishment according to the *Tobacco Hazards Prevention Act*.

Article 9 Matters not covered by these Measures shall be handled in accordance with relevant laws.

Article 10 These Measures shall be implemented after approval by the Administrative Meeting. Any amendments thereto shall be subject to the same process.