TO: All Faculty, Staff, Students, and Visitors
SUBJECT: Implementation of a Smoke-Free Campus Policy

In line with our commitment to providing a healthy, conducive environment for learning, teaching, and working, Universidad De Manila is adopting a Smoke-Free Campus Policy, effective immediately. This policy seeks to protect the health of all individuals within the university community and aligns with national health policies and local government initiatives for smoke-free environments.

Purpose

This policy aims to:

1. Promote the health and well-being of students, employees, and visitors.
2. Minimize exposure to secondhand smoke, which has been proven to pose significant health risks.

Scope

This policy applies to:

1. **All University-Owned, Leased, or Controlled Premises**. Smoking is strictly prohibited within all areas owned, leased, or controlled by the university, including but not limited to classrooms, offices, hallways, restrooms, common areas, and any area used for university functions, such as parking lots, sports facilities, and outdoor areas.
2. **University Vehicles and Transport**. Smoking is prohibited in all vehicles owned, leased, or operated by Universidad De Manila.
3. **Events and Activities on Campus**. All events and gatherings, whether university-sponsored or otherwise, held within campus premises must adhere to this smoke-free policy.

Prohibited Products

This policy applies to:

- Cigarettes, cigars, pipes, and all other forms of combustible tobacco.
- Electronic cigarettes (e-cigarettes), vaporizers, and similar devices.
- Any other smoking or vaping products.

Compliance and Enforcement

All members of the university community, including faculty, staff, students, contractors, and visitors, are expected to adhere to this policy. Compliance is mandatory, and violations will be addressed as follows:

- First Offense: Issuance of a written warning.
- Second Offense: Counseling and mandated participation in a smoke-free educational program.
- Third and Subsequent Offenses: Disciplinary action in accordance with university policies and applicable laws.

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Support for Tobacco Cessation

The university encourages all smokers within its community to seek support in quitting. Tobacco cessation programs and resources will be made available through the University Health Services.

Reporting

Any observed violations of this policy should be reported to University Health Services, which will handle these reports confidentially and sensitively.

Universidad De Manila is dedicated to upholding the well-being of our community. We ask for your full cooperation in implementing this policy and ensuring our campus remains a safe, clean, and smoke-free environment.

Ma. Felma Carlos-Tria, ED. D.
President

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1.0 LIST OF FORMS

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PREPARED BY:	APPROVED BY:		
NAME POSITION	NAME POSITION		

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