



New York Medical College Policy and Procedure Manual

Section: HUMAN RESOURCES	No.: HR.505
	Date: January 21, 2011
Subject: SMOKE-FREE POLICY STATEMENT	Page 1 <i>of</i> 2
	Supersedes: 2/26/93

I. Purpose

- A. To reaffirm New York Medical College's special responsibility as an academic health center to protect faculty, employees, students and the general public from the harmful effects of smoking.
- B. To promote the health and safety of all.
- C. To ensure compliance with applicable codes and regulations established by various local, City, State and Federal regulatory agencies.

II. Scope

This policy applies to all individuals on the College's owned or leased premises, including the public areas, lounges, entrances, exit or egress areas, walkways and loading docks and including the inside and outside areas at Grasslands housing and dormitories. This policy also applies to individuals in outdoor enclosed work areas where there is an overhead structure, such as a roof, overhand or canopy that may partially contain smoke that are frequented by employees, students or patients during their daily course of activity. Finally, this policy applies to all outdoor events sponsored by the College and in all vehicles owned and operated by the College.

III. Definition

Not applicable.

IV. Policy

- A. It is the policy of New York Medical College to:
 - 1. Establish a smoke-free environment at all of its owned and leased premises, including the inside and outside areas at Grasslands housing and dormitories, the outdoor enclosed work areas as provided herein, outdoor events sponsored by the College and in all vehicles owned and operated by the College.

Issued By:

Approved By:

2. Provide information to faculty, employees and students on the potential health hazards of smoking and of the availability of smoke-free programs.

V. Procedure

Violations of this policy are to be referred to the appropriate department head and, in the case of students, to the office responsible for student affairs for the school involved. If a resolution cannot be reached by the department/division head, the matter should be referred to either the Human Resources Department or, in the case of students, to the office responsible for student affairs for the school involved. Established rules and regulations regarding policy violations will be implemented according to one's College status (i.e., faculty, employee or student).

VI. Responsibility

A. College Community

All members of the College community have the responsibility to observe this smoke-free policy and to remind others of their responsibility, including visitors.

B. Department Heads, Supervisors and Managers

Monitor and enforce this policy to ensure that employees are compliant and administer disciplinary action, if not compliant.

C. Office Responsible for Student Affairs for Each School

Monitor and enforce this policy to ensure that students are compliant and administer disciplinary action, if not compliant.

D. Human Resources Department

Provide advice and guidance with respect to the interpretation and administration of this policy.