

DEPAUL UNIVERSITY



Smoking on University Premises

Category: Human Resources

Responsible Department: Employee Relations and Equal Employment Opportunity

Responsible Officer: Vice President for Human Resources

Effective Date: 5/18/2020

Policy Summary

The purpose of this policy is to comply with the [Clean Indoor Air Ordinance of the City of Chicago](#), which requires all employers to adopt a smoking policy, and to protect the health and safety of students, faculty, staff and the general public while on university property.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Students

This policy affects all members of the above groups, as well as visitors and guests.

Policy

DePaul University is committed to maintaining a healthy and productive environment for its students, faculty and staff. While it is not the intent of the university to take issue with the smoking preferences of individuals, the university recognizes the increasing weight of evidence that smoking is detrimental not only to the smoker, but also to nearby nonsmokers. In addition, smoking may constitute a fire hazard, placing life and property at risk.

The university maintains a smoke-free environment. Smoking is prohibited within all university buildings whether using a natural, battery operated, or other device requiring activation. This includes any apparatus that emits smoke, gas, vapor, steam, or mist. Individuals engaging in any of these instances will be considered in violation of this policy.

This smoke-free policy covers all areas within university-owned or -operated buildings and floors, including:

- Cafeterias
- Elevators
- The DePaul Center 11th floor deck
- Private offices
- General office space
- Lounges
- Lobbies
- Classrooms
- Hallways
- Restrooms
- The theatre
- Stairwells
- Waiting rooms
- Libraries
- Laboratories
- Athletic facilities

Procedures

Signs prohibiting smoking shall be posted at the entrance to each building and in common areas by the Facilities department.

It is the shared responsibility of all faculty, staff and students to adhere to and help enforce the university's no-smoking policy, including bringing it to the attention of visitors and guests of the university.

Repeated noncompliance may subject offending employees or students to disciplinary action.

Violations should be reported to the Public Safety Office.

Complaints about employee noncompliance should initially be reported to the individual's immediate supervisor and/or department head.

Repeat employee violations should be reported to the Office of Human Resources.

Divisional Collaborations

None.

Contact Information

Office of Human Resources

Mailing Address:

1 East Jackson Boulevard
Chicago, Illinois 60604

Office Location:

14 East Jackson Boulevard

13th Floor

Chicago, Illinois 60604

(312) 362-8500

Appendices

None.

History/Revisions

Origination Date: 09/05/1996

Last Amended Date: 05/18/2020

Next Review Date: N/A