SMOKE-FREE POLICY

Smoke-Free Policy / Policy/V1.0

Latest Revision: 2025

UPES

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1. Introduction

UPES recognizes that tobacco use and exposure to second-hand smoke are among the most serious and preventable risks to health. As an institution committed to the health and well-being of its students, faculty, staff and visitors, UPES maintains a campus environment that is free from smoke and tobacco. This Smoke-Free Policy has been developed to set out the rules that apply on UPES premises, to protect everyone on campus from the harms of tobacco, and to support members of the UPES community who wish to stop using tobacco.

2. Policy Statement

UPES is committed to maintaining a 100% smoke-free and tobacco-free campus. Smoking, vaping and the use of any tobacco product are not permitted anywhere on UPES premises or within 100 metres of the campus boundary. This approach is guided by the following principles:

- Smoke-Free and Tobacco-Free Premises
- Protection of Health
- Support to Quit
- Awareness and Education
- Legal Compliance and Accountability

3. Core Principles

3.1 Smoke-Free and Tobacco-Free Premises

- **Scope of the Policy:**
  - This policy applies at all times to all students, faculty, staff, contractors, vendors and visitors, across the Bidholi and Kandoli campuses and all other UPES premises.
- **Areas Covered:**
  - The ban covers academic and administrative buildings, laboratories, libraries, hostels and residential areas, sports facilities, dining areas, open grounds, parking areas, UPES vehicles, and all UPES events, on or off campus.
- **No Designated Smoking Areas:**
  - There are no designated smoking areas anywhere on UPES premises.
- **Buffer Zone:**
  - The area within 100 metres of each campus boundary is treated as a tobacco-free zone.

3.2 Protection of Health

- **Products Covered:**
  - The policy applies to all tobacco and nicotine products, including cigarettes, beedis, cigars, hookah, chewing tobacco, gutkha and electronic cigarettes.

- **Second-Hand Smoke:**
    - Students, staff and visitors are protected from exposure to second-hand smoke in every building and open space on campus.

3.3 Sale, Advertising and Sponsorship

- **Sale and Storage:**
    - The sale and storage of tobacco products and electronic cigarettes are prohibited on UPES premises.
- **Advertising and Sponsorship:**
    - UPES does not permit the advertising or promotion of tobacco products on its premises and does not accept sponsorship from tobacco companies.

3.4 Support to Quit

- **Counselling and Health Services:**
    - UPES provides free and confidential support to anyone who wishes to stop using tobacco: students through the on-campus counselling centre and the 24×7 We Care helpline, employees and their families through the 24-hour Employee Assistance Programme, and everyone through the campus medical centres and the national tobacco quit line (1800-112-356).
- **No Penalty for Seeking Help:**
    - Seeking help to stop using tobacco will not lead to disciplinary action.

3.5 Awareness and Education

- **Awareness Activities:**
    - UPES holds regular awareness activities on the harms of tobacco, including on World No Tobacco Day (31 May), with the participation of students and staff.
- **Orientation and Induction:**
    - New students and employees are informed of this policy during orientation and induction.

3.6 Legal Compliance and Accountability

- **Applicable Laws and Guidelines:**
    - This policy is in line with the Cigarettes and Other Tobacco Products Act, 2003, the Prohibition of Electronic Cigarettes Act, 2019, and the Government of India's Guidelines for Tobacco Free Educational Institutions.
- **Code of Conduct:**
    - This policy is consistent with the UPES Principles of Engagement, which prohibit smoking, alcohol and non-prescribed drugs on all UPES premises, in UPES vehicles and at duty locations.

4. Implementation

UPES will operationalize this Smoke-Free Policy by undertaking the following actions:

- **Signage:**
  - Display “Tobacco-Free Area” signs at campus entrances and in all buildings, and boards at the campus boundary stating that the sale of tobacco near an educational institution is an offence.
- **Monitoring:**
  - Security staff will monitor compliance across the campus and in the 100-metre buffer zone.
- **Responsibilities:**
  - The Dean of Student Welfare will implement the policy among students, Human Resources among employees, Estates will maintain signage, and event organisers will ensure that UPES events are tobacco-free.
- **Violations:**
  - Violations will be dealt with under the Student Code of Conduct, the UPES Principles of Engagement for employees, or the relevant contract for vendors and contractors. Action may range from a warning and counselling to further disciplinary measures for repeated violations. Visitors who do not comply may be asked to leave the premises.
- **Review:**
  - This policy was last revised in 2025. It will be reviewed every two years, or earlier if required by changes in the law or national guidelines.

5. Conclusion

By adopting this Smoke-Free Policy, UPES reaffirms its commitment to the health and well-being of its students, faculty, staff and visitors. A campus free from smoke and tobacco protects everyone from avoidable harm, supports those who wish to quit, and reflects the values of a responsible and caring university community.