

## **TKU Regulations Regarding the Banning of Smoking**

Secretariat Regulation No. 1010000015 (05/01/2012)

Amended in Environmental Protection, Safety, and Health Committee Meeting (04/11/2012)

### **Article 1**

The *TKU Regulations Regarding the Banning of Smoking* (herein referred to as “These Regulations”) were formulated in accordance with Articles 15 and 16 of the Tobacco Hazards Prevention Act to help faculty, students, and staff protect against the hazards of smoking and maintain their health.

### **Article 2**

These Regulations apply to all TKU full and part-time faculty, staff, and students, as well as contracted companies (and their employees), and guests to TKU.

### **Article 3**

Smoking is prohibited on TKU’s campuses, in all indoor and outdoor areas. And at all entrances to TKU campuses, there should be clearly marked “No Smoking” signs. Advertising for tobacco products is prohibited on campus, as are machines providing cigarettes or smoke-related products.

### **Article 4**

Each department / office is responsible for smoking prevention on campus. These responsibilities are divided up as follows:

1. The Office of Student Affairs is responsible for: the promotion of smoking prevention activities; the holding of hygiene education activities; and punishment for student infractions.
2. The Office of General Affairs is responsible for: making, pasting, and installing “no-smoking” stickers and signs at each campus entrance / exit.
3. All first and second-tier department / office managers and staff members are responsible for: the implementation and administration of regulations to do with the banning of smoking in areas under their jurisdiction.

### **Article 5**

Each TKU department / office should actively cooperate with and take part in smoking prevention activities. Moreover, the Office of Student Affairs, each

[7-8]

department, graduate institute, and college, as well as all class counselors are responsible for monitoring and seeing to it that students adhere to These Regulations.

The TKU Division of Continuing Education has a responsibility to promote smoking prevention activities and to warn, constrain, or report admitted in-service or extension program students who smoke illegally. Academic or administrative units that hold smoking prevention activities are responsible for promoting smoking prevention among participants and for warning, constraining or reporting people who break related smoking laws.

### **Article 6**

#### Reporting smokers

1. If someone is smoking in a non-smoking area, those nearby should urge / warn the person to stop smoking. If the person in question ignores these warnings, the eyewitness should report the offender by gathering evidence and submitting it to the Center for Environmental Protection, Safety, and Health (CEPSH). The Center will then contact the responsible office / department, which will then handle the case.
  
2. Staff members from the Center for Environmental Protection, Safety, and Health, the Office of Military Education and Training, and the Guidance Section, Office of Student Affairs, after first gaining evidence and obtaining the offender's details (name, student number etc), may transfer the case directly to the responsible unit, which will issue a warning or punishment.

### **Article 7**

#### Punishment

1. After being reported, offenders will receive punishment in accordance with the *TKU Regulations on Student Rewards and Sanctions*.
  
2. The following categories of people will be subject to official ROC law in accordance with the Tobacco Hazards Prevention Act:
  - a) Faculty members who do not heed warnings from the department / office they belong to after being reported for breaching regulations.
  
  - b) Staff members who do not heed warnings from the department / office they belong to after being reported for breaching regulations.
  
  - c) Students who are reported for violating regulations three times in one academic

[7-8]

year.

d) Contracted companies or their employees who are reported.

## **Article 8**

### **Inspection**

1. Personnel sent from related authorities to carry out inspections and catch those breaking the rules must first provide TKU with documents of identification. After having their ID verified, they will be allowed to enter the campus to carry out their tasks.

2. When inspections are carried out by personnel from within TKU (including staff from the Center for Environmental Protection, Safety, and Health) or outside of TKU, the person responsible for, or the head of the department, office, or facilities being inspected must cooperate with the inspecting personnel and let them into the area or venue being inspected (including the family dormitories, Hwei-Wen Hall, guard dormitories, research offices, and laboratories, etc.). Staff from the department / office being inspected have a responsibility to join in the inspection.

3. If a department or office, after undergoing an inspection, is found to be in violation of related regulations, the head of the department / office must submit a Smoking Prevention Improvement Plan to the Center for Environmental Protection, Safety, and Health for future record.

The Improvement Plan must be practical and the results achieved under the plan must be submitted within three months of its implementation for approval in a TKU Administrative Conference. If the Plan is not approved of in the Administrative Conference, the head of the department / office must submit a new Smoking Prevention Improvement Plan to the Vice President for Administrative Affairs for future reference, and work consistently to implement these improvements. Within three months of the new plan's implementation, the results should be presented in a TKU Administrative Conference.

## **Article 9**

Matters not covered in These Regulations will be handled in accordance with related regulations from the Tobacco Hazards Prevention Act.

## **Article 10**

[7-8]

This set of regulations will take effect on the date of its publication after being passed by the TKU Environmental Protection, Safety, and Health Committee and approved by the TKU President. The same applies to any later amendments made.