



The General Sir John Kotelawala Defence University

NO SMOKING POLICY

1. POLICY

Since the University's main responsibility is to provide a risk-free, safe environment for staff and students to work and study in, all KDU campuses are smoke-free. This covers all smoking products as well as the following areas:

- On all Campuses (including residences), in all buildings or parts of buildings under the University's control; Except for Officers' mess, and other messes during designated times.
- In any outdoor area under the University's control (including, but not limited to, car parks, paths, access roads); and
- In all University vehicles.

2. SCOPE

This procedure applies to all staff, unpaid appointments, students, contractors, volunteers and visitors while undertaking activities at/for the University either on or off Campus.

3. DEFINITIONS

Electronic cigarettes (e-cigarettes, e-cigars, vapour pens or personal vapour) are any product where there is a hand-to-mouth action and results in the expulsion of a vapour.

Smoking Products are any tobacco product, herbal cigarettes, loose smoking blends, cigarette papers, cigarette-making machines, cigarette filters and electronic cigarettes.

4. PROCEDURES

4.1 Compliance

Compliance with this Policy is intended to be self-regulating, with formal complaints being an exceptional response.

All persons are encouraged to educate and raise awareness of the requirements of this Policy. This may include approaching someone who is smoking and informing them politely that the University is smoke-free and their cooperation is required to not smoke on University property.

4.2 Non-Compliance

Where non-compliance continues to be observed, the following options may be applied:

- For staff: possible misconduct.
- For students: possible action in accordance with the KDU rules and regulations.
- For contractors: inform the contractor of the University's Policy, if they refuse

to comply, notify the Adjutant.

- For visitors: security to inform them of the University's policy and process and to leave the campus if they do not comply.

5. DELEGATED AUTHORITY

The Adjutant is responsible for the oversight of this policy in KDU.

Accountability for ensuring that health and safety management strategies are implemented at every faculty, unit and workplace rests with the relevant person in charge.

Effective Date	1981
Last revised	5 th July 2022