



POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION

Effectivity: 31 Aug 2019

Supersedes: 5

Review Date: 01 Sept 2024

No. of Pages: 10

1. **TITLE: NO SMOKING POLICY IN IAU FACILITIES**

2. **PURPOSE:**

- 2.1. The primary purpose of this policy is to safeguard an individual who do not smoke from secondhand smoke. It is disseminated to recommend the guiding principle for "No Smoking Policy in IAU" that applies to everyone on the IAU property, including staff members, patients, and visitors.
- 2.2. Maintaining a smoke-free, environmentally friendly, and biophilic atmosphere in accordance with Royal Decree M/56, which was issued 28/07/1436 (May 17, 2015).

3. **DEFINITION:**

- 3.1. **The Smoking Ban** This law, which was established by Royal Decree M/56 on 28/07/1436, Version 3, intends to combat smoking by implementing all necessary policies at the State, community, and individual levels to prevent smoking of any form among people of all ages. In order to promote healthy lifestyles, safer operations, and cleanliness at IAU, a requirement to ban smoking was enforced. The law is intended to safeguard citizens against the negative effects of tobacco use and smoke exposure on their health, as well as their social, economic, and environmental well-being.
- 3.2. **Smoking** which is the act of breathing in and out the gases from burning plant material. Emitting apparent smoke or vapour.
- 3.3. **Smoke-free air** which cannot be detected by sight, smell, touch, or measurement, is air that is completely free of tobacco smoke and electronic cigarette use.
- 3.4. **Tobacco derivatives**, such as cigarettes, cigars, jarak, toombak, mu'assel, e-cigarettes, pipe tobacco, tobacco chewed and kept in the mouth, shamma, swika, snuff, and temple, as well as any other product containing raw or processed tobacco in any other form, are all prohibited under Section.
- 3.5. **Vicinity** - refers to a specific location or area, including the open spaces between structures located in the same IAU area that are encircled by the aforementioned tract of land.
- 3.6. **Property** is anything that the University owns, leases, occupies, or controls and over which it has a legal title and enforceable rights. Examples of real estate include structures, parking lots, and buildings.
- 3.7. **Perimeter** - refers to the border line or the region immediately inside the University that is used or occupied by outside parties, regardless of whether the aforementioned parcel of land is separated from nearby walls or fences.
- 3.8. **Violation ticket** - According to the Royal Decree M/56 of May 17, 2015, anyone found in violation of the anti-smoking policy, whether they be a member of the staff or a guest, shall receive a violation ticket. It will list the precise infraction, the administrative fine associated with it, and, if counseling for quitting smoking is considered essential, whether the violator is required to attend it.



POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION

Effectivity: 31 Aug 2019

Supersedes: 5

Review Date: 01 Sept 2024

No. of Pages: 10

3.9. **Workplace** refers a person's place for employment. All attached or associated places frequently employed by employees while performing their jobs include, but are not limited to:

3.9.1. Personal offices

3.9.2. Corridors

3.9.3. Staircases

3.9.4. Lifts

3.9.5. Washrooms

3.9.6. Atriums or lobbies

3.9.7. Lounges

3.9.8. Other common areas

3.9.9. Delivery vehicles that enters the IAU premises

3.9.10. Vehicles owned by the university are used to transport staff and visitors.

3.9.11. Additional vehicles utilized or frequented while performing work-related duties

3.10. **IAU** - Imam Abdulrahman Bin Faisal University

3.11. **NSC** - Non Smoking Committee

4. POLICY:

4.1 The Imam Abdulrahman Bin Faisal University (IAU) has a smoke-free policy that is enforced to the letter.

4.2 Smoking is not permitted in any of the university's buildings, on its grounds, or in any of the IAU-maintained parking lots, walkways, or roadways. All anyone working, visiting, or receiving on university property, including suppliers, contractors, and visitors, are subject to this policy.

4.3 Punitive Measures:

4.3.1. IAU workers who violate this policy will face disciplinary action (If a member of staff breaches the Policy they will be subject to disciplinary action including penalty of 200 SR and a warning letter).

4.3.2. Contractors' employees may face disciplinary action for persistent infractions in accordance with their employer's policies and procedures.

4.3.3. A member of the university personnel will issue a verbal warning to visitors. They will be asked to leave the building if they violate the university's "No Smoking" policy. If necessary, security staff will be alerted and asked to take the person out of the building.

4.4 The No Smoking Committee designates the No Smoking Task Force as its inspectors on a volunteer basis.



POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION

Effectivity: 31 Aug 2019

Supersedes: 5

Review Date: 01 Sept 2024

No. of Pages: 10

4.5 Newly hired employees, contractors, and IAU staff will be required to sign a contract pledging adherence to this policy.

4.6 Enforcement

4.6.1. The following will need to support the arrangement to manage the smoke-free IAU: IAU Administration, Security, Social Worker and Development Officer, Human Resource Management Officer, Admission Officer, Health Officer, Academic Affairs (Health Education & Promotion Officer), Environment Care Officer, IT, Switchboard, Inspectors, and other members who have been identified by the No Smoking Committee Chairman whose specific functions in the IAU and roles may be relevant in the effective implementation and enforcement of the No Smoking Policy.

5. PROCEDURES:

5.1. Smoking is prohibited in all common areas of the building, including hallways, stairways, foyers, common rooms and facilities, fire escapes, patios, exterior loading, front steps, lawns and gardens, driveways, entrance ways, basements, storage areas, and other common facilities. Daily inspection rounds of the No Smoking Task Force or Inspectors to all areas of the hospital.

5.2. Violation Tickets are issued to infringers.

5.3. Staff members are expected to follow hospital policies and aid in educating patients, visitors, and staff members. The supervisory staff, department heads (clinical and non-clinical), general administrative employees, committee members, security personnel, support services, and contracting companies are responsible for enforcing the policy.

5.4. Visitors shall be made aware of the policy and urged to follow it while on hospital property. Visitors are invited to learn about the policy from all staff members, and if necessary, they can get nicotine replacement therapy. Visitors are also expected to be subjected to the policy by staff and committee members.

5.5. Anyone who witnesses someone breaking the rules can let the committee members and security personnel know who it is, where it happened, and when it happened so they can investigate and take the necessary measures.

5.6. To alert employees, contractors, and visitors to this policy, signs are placed strategically throughout the property.

5.7. The procedure statement must be made available to personnel via the intranet and in learning materials for staff onboarding.

5.8. Prohibited Acts: advising or compelling someone to use light-up tobacco products, as well as selling, distributing, buying, ordering, delivering, advertising or promoting (promotional activity).

5.9. No Designated Smoking Areas (DSAs) shall be located within 10 meters of any site where a complete smoking prohibition is in operation.

5.10. Standard Requirements for Anti-Smoking Stickers and Signs.



POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION

Effectivity: 31 Aug 2019

Supersedes: 5

Review Date: 01 Sept 2024

No. of Pages: 10

5.10.1. The No Smoking Committee Chairman is responsible for ensuring that signs and stickers are attached, posted, or displayed in enclosed or partially enclosed public spaces and workplaces in a very conspicuous, detectable, and prominent manner.

5.10.2. The International "No Smoking" symbol is essentially displayed on the stickers or signs, which may also include the words "Smoking not allowed" or "No Smoking," "As per Royal Decree # M/56," the amount of the fine, and the phone number or websites of the No Smoking Task Force for reporting violators.

5.11. Communication of Information and Signage:

5.11.1. Both the internal and external websites of the IAU post information regarding this no-smoking policy.

5.11.2. Signs stating that the hospital is a smoke-free environment by royal decree will be conspicuously displayed at entrances and exits.

5.11.3. By making a switchboard announcement, the communication department will inform personnel and visitors that the workplace is a smoke-free zone

5.12. Penalties and Warning Policy

5.12.1. In accordance with the Rules and Regulations of the No Smoking Committee that:

5.12.1.1. 1st violation : 200 fine

5.12.1.2. 2nd violation : 200fine + warning letter

5.12.1.3. 3rd violation : 200fine + name will be submitted to the administration

5.12.2. If a staff member violates, the SOPHS/HR must give their approval before the contract can be renewed.

5.13. Violation of Ticket System

5.13.1. Violation ticket systems or the distribution of anti-smoking violation tickets shall be used to advise violators of the nature of their respective violations and the penalty linked and corresponding thereto.

5.13.2. The NSC will make it easier for the enforcers to create and distribute booklets of violation tickets.

5.13.3. A Infraction Ticket must be given to the individual or people responsible for the violation of the Royal Decree upon their capture or discovery by officially authorized enforcers.

5.13.4. The following information must be included in the violation ticket:

5.13.4.1. Name, address, and, if available, a copy of the offender's government-issued identification.

5.13.4.2. A list of infractions under Royal Decree M/56.



POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION

Effectivity: 31 Aug 2019

Supersedes: 5

Review Date: 01 Sept 2024

No. of Pages: 10

- 5.13.4.3. The cost associated with each infraction.
- 5.13.4.4. In the event that the offender is unable to pay the fine, there is an option to perform community service.
- 5.13.4.5. Due date for completing the requirements outlined in the ticket.
- 5.13.4.6. When a violation ticket is issued, the offender must appear in person at the Security Department or the NSC (an authorized collecting member of the task force) within five (5) regular working days of the ticket's issuance. There, he or she must pay the fine assessed or perform community service, and then the offender must be endorsed to the Housekeeping Department's Ecological Solid Waste Management.
- 5.13.4.7. The NSC & Security Department is required to maintain duplicate copies of all Violation Tickets issued to offenders as well as other records of the ordinance's violations.

5.14. Programs for quitting Smoking:

- 5.14.1. Staff members are advised to speak with a social worker, the security department, or the safety department to learn more about smoking cessation programs
- 5.14.2. The Anti-Smoking Clinic also offers resource and instructional assistance services.

6. RESPONSIBILITIES:

- 6.1. The "No Smoking" policy should be explained to all employees, including new hires, by supervisors at all levels.
- 6.2. The registration and admissions department should:
 - 6.2.1. Explain the "No Smoking" policy to students when they are pre-admitted or admitted.
 - 6.2.2. Verify that the Acknowledgement Letter or Undertaking to Quit Smoking is signed.
- 6.3. Visitors, employees, and contractors shall:
 - 6.3.1. Alert and notify security when asked to do so by university staff to deal with guests or staff members who disregard the rules outlined in this policy.
- 6.4. To inform/remind staff, patients, and visitors of the university's "No Smoking" policy, the Head of Safety will be in charge of creating an adequate number of additional "No Smoking" signage throughout the campus.
- 6.5. Executive on Duty (EOD) will be in charge of upholding the "No Smoking" rule in all VIP locations.
- 6.6. The "No Smoking" policy should be followed by all university staff members, contractors' employees, visitors, volunteers, etc.



POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION

Effectivity: 31 Aug 2019

Supersedes: 5

Review Date: 01 Sept 2024

No. of Pages: 10

6.7. Security:

6.7.1. To ensure that the “No Smoking” policy is enforced in the university through:

6.7.1.1 To make sure the "No Smoking" regulation is upheld at the university.

6.7.1.2 Prompt action taken in response to a staff member's (or another staff member's) request to deal with visitors who violate the "No smoking" policy.

6.7.1.3 Attempting to persuade the smoker not to smoke inside the university grounds, and if the smoker refused, forcing the smoker to the outside by use of security personnel.

6.7.1.4 If the security personnel become aware of the issue, they must alert their boss, who then phones the switchboard office to summon the police officer and, if required, to get in touch with the administrative deputy, the assistant director, and even the university administration.

7. ATTACHMENT:

7.1. Royal Decree

7.2. Sample of Violation letter

8. DISTRIBUTIONS:

8.1. This policy shall be distributed university wide.

8.2. Signed original copy is maintained in IAU Documentation Department.

8.3. Available in IAU website.

9. REFERENCES:

9.1. Anti-Smoking Law Royal Decree##7/780/M dated 11 Muharram 1404H (17 October 1983) and Royal Order #7/B17316 dated Dhu Al-Hijah 1407H (27 July 1987)



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
مستشفى الملك فهد الجامعي | King Fahd Hospital of the University

Date: 03.08.2019

Revision: 6

ADM-GEN-002

POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION

Effectivity: 31 Aug 2019

Supersedes: 5

Review Date: 01 Sept 2024

No. of Pages: 10

Prepared by:	Date Signed:
Reviewed by:	Date Signed:
Concurred by: Dr. Ahmed Kuwaiti Director, Directorate of Quality & Safety	Date Signed:
Approved by:	Date Signed:

APPROVED



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
مستشفى الملك فهد الجامعي | King Fahd Hospital of the University

Date: 03.08.2019

Revision: 6

ADM-GEN-002

POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION

Effectivity: 31 Aug 2019

Supersedes: 5

Review Date: 01 Sept 2024

No. of Pages: 10

ATTACHMENT 1

Royal Code #36737



وزارة التعليم
Ministry of Education
043

جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

المملكة العربية السعودية
Kingdom of Saudi Arabia

(تعميم)

- أصحاب السعادة وكلاء الجامعة
- أصحاب السعادة عمداء الكليات
- أصحاب السعادة عمداء العمادات المساندة
- أصحاب السعادة مدراء العموم والإدارات بالجامعة
- سعادة مدير عام المستشفى الجامعي

السلام عليكم ورحمة الله وبركاته ... وبعد:

إشارة إلى التعميم رقم ٥٢٣٧١ وتاريخ ١٤٣٩/٠٧/١٠هـ المبني على خطاب معالي وزير التعليم رقم ٩٦٧٧٤ وتاريخ ١٤٣٩/٠٧/٠٤هـ بشأن نظام مكافحة التدخين الصادر بالمرسوم الملكي رقم م/٥٦ بتاريخ ١٤٣٦/٠٧/٢٨هـ القاضي بمكافحة التدخين واتخاذ جميع الإجراءات والخطوات اللازمة للحد من عادة التدخين لدى أفراد المجتمع وخاصة الشباب منهم، وتوجيه وتفعيل دور إدارات الأمن والسلامة للقيام بمسؤولية متابعة المخالفين لنظام مكافحة التدخين وضبط وتحرير المخالفات واستقبال البلاغات بهذا الشأن. (مرفق ضوره).

وحيث تشير المادة السابعة من نظام مكافحة التدخين إلى منع التدخين في الأماكن العامة والوزارات والمصالح الحكومية والمؤسسات والهيئات العامة وفروعها والجهات العامة الأخرى في الدولة والمؤسسات التعليمية والصحية والساحات المحيطة بالمساجد، وتضمن القرار معاقبة كل من يتعاطى التدخين مخالفاً أحكام المادة السابعة من هذا النظام بغرامة مالية قدرها (مائتين ريال).

عليه نأمل حث منسوبيكم بالتقيد بما جاء بالأمر السامي الكريم بعدم التدخين في محيط ومراقف الجامعة والمباني الملحقة بها مع التأكيد عليهم بالرفع بإسماء المخالفين لاتخاذ الإجراءات النظامية في حقهم وفرض الغرامة المالية وذلك بمتابعة اللجنة الوطنية لمكافحة التبغ أو الإدارة العامة للأمن والسلامة والصحة المهنية.

نأمل الإطلاع لاعتماده وإبلاغه من يلزم.

وتقبلوا تحياتي ...

مدير الجامعة

عقيل العقيلي

أ.د. عبد الله بن محمد الربيش

Dammam 31441 الدمام P.O.Box 1982 ص.ب 1982 Info@iau.edu.sa
www.iau.edu.sa ت. +966 13 333 0000 ف. +966 13 333 0333

الرقم: ٣١٤٧/١٤٤
التاريخ: ٠٤/٠٨/٢٠١٩
المشغوعات: تعميم



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
مستشفى الملك فهد الجامعي | King Fahd Hospital of the University

Date: 03.08.2019

Revision: 6

ADM-GEN-002

POLICY AND PROCEDURES

DEPARTMENT : ADMINISTRATION

Effectivity: 31 Aug 2019

Supersedes: 5

Review Date: 01 Sept 2024

No. of Pages: 10



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
مستشفى الملك فهد الجامعي | King Fahd Hospital of the University

إقرار بعدم التدخين

أقر أنا / هوية رقم / بأنه قد تم تنبيهي بعدم التدخين داخل المستشفى
وبسياسة عدم التدخين والعقوبات المقررة في حالة مخالفة ذلك وفي حالة قيامي بالتدخين داخل أسوار المستشفى بحق للجهة المختصة القيام
بتوقيع الغرامة المقررة (200) ريال سعودي

وهذا إقرار مني بذلك

المقر بما فيه

الإسم :

رقم الهوية :

تاريخ الميلاد :

رقم الجوال :

التوقيع :

Acknowledgment Not To Smoke

I, _____, with Identification Number: _____ states that I
have been warned not to smoke inside the hospital and to the policy of non-smoking as well as the penalties
prescribed. In the event of a violation of this and in the case of smoking inside the hospital walls, the
competent authority has the right to sign the prescribed fine of Two Hundred (200) Saudi Riyals.

This is my acknowledgment

Name:

ID Number:

Date of Birth:

Mobile Number:

Signature: