



The American University of Kurdistan Policy of Smoking Restriction

Policy Number: FS008
Effective Date: June 1, 2025

1. **Policy:** This policy, set forth by the Board of Trustees, defines the standards and procedures for regulating smoking on campus. All smoking-related regulations must be developed, revised, approved, and communicated in accordance with this policy. The policy will be made readily accessible to the University community, published on the AUK website, and reviewed regularly to ensure its continued effectiveness and alignment with the University's objectives and legal obligations. This policy is aligned with applicable local and national public health laws regarding smoking restrictions and tobacco control.
 - a. **Purpose:** The purpose of this policy is to ensure a healthier, safer, and more inclusive environment for all members of the university community by reducing the harmful effects of smoking and secondhand smoke exposure.
 - b. **Scope:** This policy applies to all individuals present on the premises of AUK, including but not limited to students, faculty, staff, contractors, visitors, and any other persons on university property. It encompasses all buildings, outdoor spaces, and vehicles under the university's jurisdiction.

2. **Definition of Terms:**

Smoking: is defined as the inhalation or exhalation of smoke from any lighted or heated tobacco product or other substance, including but not limited to cigarettes, cigars, pipes, electronic cigarettes (e-cigarettes), vaping devices, hookahs, and any similar devices or products.

Secondhand Smoke: Smoke exhaled by a smoker or released from the burning end of a cigarette or other tobacco product, which can be inhaled by people nearby.

Designated Smoking Area: A specific location set aside where smoking is legally permitted, often marked and equipped to contain smoke exposure.

Cessation Program: A structured support system or service designed to help individuals quit smoking or using tobacco products.

Violation: A failure to comply with a rule, policy, or law, which may result in consequences or disciplinary actions.

Campus Jurisdiction (e.g., parking lots, university housing, vehicles): The geographical area and facilities under the control of the campus where institutional rules and policies apply, including outdoor spaces and university-owned property.

3. **Responsibilities:**
 - a. **Issuing Unit:** The Campus Service Department (CSD) holds primary responsibility for implementation, monitoring compliance, enforcing guidelines, and taking necessary actions in case of violations.
 - b. **Other Stakeholders:**
 - Office of Communications: Policy Communication and Awareness.
 - Office of Student Affairs: Support for Smokers & Health Services and Documentation of Student Violations.
 - Office of HR: Documentation of Employee Violations.

4. Procedures

Policy Communication and Awareness

- **Educational Campaign:** Periodic awareness campaigns will be conducted to educate students, faculty, staff, and visitors about the policy, the health risks of smoking, and available smoking cessation resources.
- **Signage:** Clear signage will be posted in all areas where smoking is prohibited, including entrances, walkways, and common areas, to remind individuals of the policy.

Monitoring and Observation

- **Campus Surveillance:** Designated personnel, including CSD staff, will monitor compliance with the non-smoking policy during routine duties and in high-traffic areas.
- **Reporting Mechanisms:** Designated personnel will submit reports using anonymous reporting forms, which must include pertinent details such as the date, time, and location of the incident. Violations will be formally issued by the offices of Student Affairs and Human Resources, while the CSD will be responsible for maintaining all related records to support ongoing monitoring, policy evaluation, follow-up, and institutional accountability.
- **Training for Staff:** University staff, CSD personnel, will receive regular training on the policy, procedures for handling violations, and how to approach individuals politely and effectively.

Penalties and Consequences

- **Students:** Students may be subject to disciplinary action as outlined in the University's student code of conduct.
- **Faculty and Staff:** Faculty and staff who violate the policy will be subject to disciplinary action as outlined in the University's employee code of conduct.
- **Visitors and Contractors:** Visitors, contractors, or vendors who violate the policy may be asked to leave campus and be denied future access if they continue to disregard the Smoking Restriction policy.
- **Appeals:** Individuals wishing to appeal a violation of the smoking policy should refer to the Student Grievance Policy or the Employee Grievance Policy, as applicable. These policies outline the formal process for submitting grievances and appealing decisions, ensuring a fair and structured review of the matter.

Support for Smokers

- **Smoking Cessation Programs:** The Office of Student Affairs will provide access to smoking cessation resources and counseling; these programs will be promoted through University communications.
- **Referral to Health Services:** Individuals who are found to be struggling with smoking addiction may be referred to the Office of Student Affairs for support and counseling.

Designated Smoking Areas

The University has designated specific outdoor areas where smoking is permitted. These areas have been clearly marked and maintained to minimize the impact of smoking on non-smokers and to maintain a clean campus environment.

- **Faculty and Staff:** Staff Parking Area
- **Students:** Rear Entrance Area of the Mustafa Barzani Building

Documentation and Assessment

- CSD is responsible for collecting and maintaining all violations and data outlined in Section 7, which are necessary for evaluating the success of the policy.

5. Timeline and Communication/Implementation Plan

Activity	Responsibility Party	Timeline	Communication Channels	Details
Policy Announcement	University Communications	Month 8	University website, email, social media, posters	Announce the implementation of the smoking restriction policy, outlining the scope, enforcement, and objectives.
Policy Details Dissemination	University Communications,	Month 8	Emails, website updates, printed	Provide detailed information about the policy, including

	Student Affairs, HR		materials, social media	prohibited areas, enforcement procedures, and support resources.
Faculty & Staff Training	HR, CSD, Health Services	Month 8	In-person workshops, webinars, email notifications	Train CSD staff and security personnel on policy enforcement procedures, including handling violations.
Student Awareness Campaign	Student Affairs, Health Services	Month 8	Email, social media, orientation, posters, campus events	Engage students through orientation sessions, social media posts, and campus events to raise awareness of the policy.
Designated Smoking Areas	CSD, Student Affairs	Month 8-9	Signage, campus maps, website	Clearly mark designated smoking areas with signage and ensure these areas are visible on campus maps and online.
Smoking Cessation Resources	Student Affairs, Health Services	Month 8-9	Website, flyers, health office outreach, email	Publicize smoking cessation programs and resources to help those who wish to quit smoking.
Policy Enforcement Roll-out	University Communications, CSD	Month 9	In-person communication, signage, website	Officially begin policy enforcement, ensuring all students, staff, and visitors are aware of the consequences for violations.
Ongoing Reminders	University Communications, Student Affairs, HR	Month 10 and beyond	Email reminders, website updates, posters, social media	Send periodic reminders via email and social media to keep the community informed and reinforce compliance.
Feedback Collection	CSD	Month 10 and beyond	Surveys, focus groups, suggestion boxes, email	Gather feedback from the University community on the policy's effectiveness, challenges, and areas for improvement.
Periodic Reviews and Updates	OIEP, University Leadership	Annually or as needed	Website, email, staff meetings	Review the policy and its enforcement mechanisms annually or as necessary to ensure continued relevance and compliance.

6. Related Documents

[Policy of Student Code of Conduct](#)

[Policy of Employee Code of Conduct](#)

[Policy of Health and Safety](#)

[Policy of Student Grievance](#)

[Policy of Employee Grievance](#)

7. Ways to Measure Success

- Health and Wellness Surveys

Conduct surveys among students, faculty, and staff to gauge the perceived impact of the policy on their health and the campus environment. Positive feedback and a decrease in reports of secondhand smoke exposure would suggest the policy is effective.

- Compliance and Enforcement Rates

Measure the effectiveness of enforcement mechanisms by tracking the number of compliance

checks and the outcomes of violations (fines, warnings, etc.). High levels of compliance suggest successful implementation.

- **Environmental Cleanliness**

Monitor areas previously used for smoking, such as designated smoking zones, for cleanliness. A reduction in cigarette litter and a cleaner campus environment can demonstrate the success of the smoking restrictions. The CSD will develop a comprehensive reporting mechanism and accountability matrix to monitor emerging trends and provide annual updates to leadership on compliance matters.

8. Policy History

a. Approved by: Board of Trustees

b. Adopted: June 1, 2025