

DAU 7-6 Smoking Policy

Policy Code	Policy Name		
DAU 7-6	Smoking Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- Human Resources Directorate - Deanship of Admission, Registration and Student Affairs	10/2023	10/2027	

1. Policy Purpose

DAU maintains a healthy environment for DAU's community. This policy has been developed to reduce and prevent smoking in DAU premises.

2. Policy Scope

This policy will be applied to all faculty members, administrative staff, students, and visitors.

3. Policy Statement

DAU prohibits smoking inside its premises and each member of DAU community is responsible for non-smoking within DAU.

3. Policy Procedures

Smoking is not allowed inside all buildings of DAU and there is a three-level warning system for both faculty and administrative staff as well as students who smoke in university buildings.

Warning levels for smokers among DAU's employees:

- First time warning: the employee receives a verbal notification from the authorized personnel in DAU.
- Second time warning: the employee will receive a written warning from the authorized personnel in DAU.
- Third Time warning: The employee will be subjected to disciplinary action from the responsible office and will be counted in the employee's annual performance appraisal.

Warning levels for smokers among students:

- First time warning: the student will be given a verbal warning from the university security.
- Second time warning: the student will receive a written warning from the Deanship of Admission, Registration and Student Affairs or the office concerned.
- Third Time warning: The student will be subjected to disciplinary action by the office responsible.

4. Related Policies/ Documents/ Forms

DAU 4-12 University Consultancy Services Policy

5. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of changes
1	10/2023	1 st issue of the policy