

National Taipei University of Nursing and Health Science

Guidelines for “Tobacco Hazards Prevention & Control”

Enforcement

Officially resolved by the Administrative Council on May 13, 2008

Amended and resolved by the Administrative Council on January 21, 2009

- I. These Guidelines, known as “Enforcement Guidelines for Tobacco Hazards Prevention & Control” as the title in full (hereinafter referred to as the “Guidelines”), are duly enacted in an attempt to safeguard the physical and mental fitness of the entire faculty, staff members and students and the interests of non-smokers of National Taipei University of Nursing and Health Science (hereinafter referred to as the University). These “Guidelines” shall be duly enforced in accordance with the requirements set forth under the “Tobacco Hazards Prevention Act” and “Enforcement Rules of Tobacco Hazards Prevention Act” promulgated by the Department of Health of the Executive Yuan (the Cabinet) with orientation to the *status quo* of the University.
- II. Here at the University, the Office of Academic Affairs is the unit designated with full power for prevention and control of tobacco hazards.
- III. These “Guidelines” are applicable to the entire faculty, staff members and students of the University (including suppliers, contractors and visitors).
- IV. The entire campus and premises of the University are prohibited from smoking.
- V. Sales of all sorts of tobacco products are strictly prohibited in all selling facilities of the University. Advertising of all sorts of tobacco products are strictly prohibited in the entire campus and premises of the University.
- VI. In the event that the superior competent authority assigns an officer to the University to inspection and crack down upon an offense against these “Guidelines”, the personnel of the University shall first check and verify the supporting certificate(s) regarding his or her identity. After the officer’s identity is checked and verified, the entire faculty, staff members and students of the University shall render absolute cooperation and receive inspection without any objection.
- VII. Whenever an offender against Articles IV, V is noticed, anybody among the entire faculty, staff members and students of the University may dissuade him or her from the offense or

report the offense to the Office of Academic Affairs. One who reports a smoking offense shall expressly provide facts and evidence regarding the name of offender, time, location and fact of offense and may provide a witness(es) as well, if available. The Office of Academic Affairs shall keep the status and background of the reporting person in confidence and shall grant incentives as appropriate.

VIII. In the event that a report of an offense as mentioned in the preceding Article proves groundless or a malicious frame-up, both the reporting person and the witness shall receive penalty according to rules and regulations concerned.

IX. The Office of Academic Affairs shall assign personnel to inspect and patrol the campus and school premises either on a regular basis or on a nonscheduled basis. Whenever an offense is found, the Office of Academic Affairs shall report and take charge of the case in a solemn and reasonable manner.

X. The Health Center of the University renders consultation and care services to help quit smoking. The contents of such services are enumerated below:

(I) The Outpatient Service of the Health Center renders mental consultation to help quit smoking.

(II) Where anyone feels physically uncomfortable, the Health Center shall render health care, send such person to medical treatment and trace the aftermath.

XI. A person who meets the award or punishment terms under these “Guidelines” shall be referred to the unit concerned to receive award or punishment as appropriate:

(I) In case of a student:

1. A student who is found as an offender for the first time shall be admonished and referred to his or her Department Director and homeroom teacher for subsequent guidance.

2. A student who is found to have committed the offense for the second time shall receive a “warning” penalty in accordance with Article IV of the Award & Penalty Criteria for Students as “offense against environmental neatness and cleanness”.

3. A student who is found to have committed the offense after being imposed of “warning” penalty for three times shall be referred by the Office of Student Affairs to the Department of Health, Taipei City Government to receive official penalty.

(II) Faculty & staff members: An offender shall receive a penalty from the Personnel Office as the actual situations may justify.

(III) Janitors: To receive a penalty in a manner same as the faculty & staff members. The offense shall be counted into the janitor's year-end performance rating.

(IV) An offense by a supplier, contractor (including an outsourced supplier, contractor, outsourced human resource member, construction firm staff and relevant personnel):

1. Such personnel shall faithfully comply with the no-smoking ban and shall not smoke anywhere of the campus, or sell smoking related articles. An offender shall be subject to penalty in accordance with "Tobacco Hazards Prevention Act".

2. An offender in such category shall receive penalty in accordance with the terms and conditions set forth under agreement/contract if such agreement/contract has been executed.

(V) In case of an offense by a visitor (a visitor to the University on business, social affairs or other purposes):

The competent and responsible (inviting) unit shall advise and dissuade the offender.

XII. These Guidelines as well as amendment hereof shall be put into enforcement after being resolved by the Administrative Council, submitted to, approved and promulgated by the President.