

# Ming Chuan University Procedures for Tobacco Hazards Prevention

Passed at the Expanded Administrative Council Meeting on May 25, 2009

1. In accordance with Tobacco Hazard Prevention Act and School Safety and Health Law, these procedures were established to put the concept of preventing smoking into practice on campus, maintain the physical and mental health of faculty members and students, ensure a clean environment and improve air quality.
2. The Tobacco Hazard Prevention Working Group is established to carry out the Smoke-Free Campus Policy. The Executive Vice President acts as the Committee Chairperson; the Dean of Student Affairs Division as the convener. Group members are comprised of the Dean of General Affairs Division, the Executive Director of Administration Division (Taoyuan Campus), the Director of Counseling and Potential Development Center, the Section Chief of Campus Health Services Section, the Section Chief of Student Advising Section, the Section Chief of Taoyuan Student Affairs Section, Representatives of Military Training Office and Student Representatives. The Group convenes a Tobacco Hazard Prevention Meeting every academic year to organize work plans and review the implementation efficiency.
3. Measures for Smoke-Free Campus are as follows:
  1. Except for designated smoking areas (prominently marked and segregated), smoking is strictly prohibited in all indoor public areas including classrooms, labs, libraries, meeting rooms, the Student Activities Center, offices, personal research rooms, dormitories, restaurants and hallways.
  2. Persons under eighteen years of age shall not smoke. Promotion or advertising of tobacco products is prohibited on campus.
  3. Selling and supplying objects related to smoking are strictly prohibited.
  4. Faculty members and students are obligated to persuade, restrain and report violators.
  5. On campus, the staff from outsourcing companies must comply with the Procedures for Tobacco Hazard Prevention; the applying unit is responsible to promote the procedures and supervise the outside visitors.
4. Violators of regulations for Smoke-Free Campus will be punished as follows:
  1. Any faulty member found in violation of non-smoking regulations will be reported to the Military Training Office.
  2. After being identified, the violator will be transferred to the responsible unit for deciding relevant punishment measures.
    1. Faculty member: Under the supervision of the Human Resources Division
    2. Skilled/General laborer: Under the supervision of the General Affairs Division
    3. Guest/visitor for business purpose: Under the supervision of Campus Security

4. Staff of outsourcing companies: Under the supervision of the General Affairs Division and applying unit
5. Student: Under the supervision of the Student Affairs Division and advisor of his or her Department/School.

5. Violators of these procedures will be punished as follows:

1. Any faculty member who violates the procedures will be recorded in the annual performance evaluation system by the Human Resources Division.
2. Any student who violates the procedures will be punished by the Student Affairs Division in accordance with Student Merit and Demerit Procedures.
3. Any visitor or person outside the campus violates the procedures will be advised to cease by the receiving unit; those refuse to cooperate will be reported to the Department of Health.

6. Upon being approved at an Administrative Council Meeting and approved by the president, these guidelines were implemented. Any revision must follow the same procedure.