
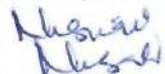


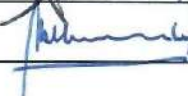
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Dow University of Health Sciences

STANDARD OPERATING PROCEDURE

Policy for Tobacco and Smoke Free Environment at Dow University of Health Sciences, Karachi

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Document Change Record

Sr. No	DCR No.	Rev. Date	Page No.	Section No.	Description of Change
1.		26/10/2024	1	Title	Revision number added
2.		26/10/2024	2	Document change record	Revisions record
3.		26/10/2024	5	Terms and definitions	Tobacco products definition elaborated
4.		26/10/2024	6	Abbreviations	Updated
5.		26/10/2024	7, 8	Purpose	Smoking related statistics updated. Scope and responsibilities revised as per the guidelines given in the references
6.		26/10/2024	8	Procedure	Procedures revised and clarified
7.		26/10/2024	10	Related documents	References updated and new reference/s added

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DISTRIBUTION LIST

The following personnel are on the controlled distribution list:

- Vice Chancellor
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- QMR
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TERMS AND DEFINITION

TERMS	DEFINITIONS
Tobacco Products	Cigarettes, cigars, and anything which contain burning or heated tobacco including electronic cigarettes or vapes, and chewable tobacco products except tobacco chewing gums, and patches for clinically prescribed cessation of tobacco use
Drug(s)	This includes "narcotic drugs" are defined in the Control of Narcotics Substances Act. 1997 as well as "psychotropic substance" listed in the Schedule to the Act. Pharmaceutical drugs, sedatives and tranquilizers described in the drug Act. 1976 if used without a prescription or authorization, alcohol prohibited by the prohibition (Enforcement of Hadd) Order (4 to 1979)
Drug abuse	Possession , use the sale or distribution of such drugs
Focal Person	The Focal person appointed under Section 3 of this Policy
NGO	Non-governmental organization
Smoking	Smoking shall have the same meaning as it does under the prohibition of smoking and protection of Non- Smoker Health Ordinance, 2002
Smoke free	Smoke free shall mean the prohibition of smoking and other use of tobacco in accordance of Non- Smokers Health Ordinance ,2002
Anti- Tobacco legislation	The 'Prohibition of Smoking and Protection of Non-Smokers Health Ordinance 2002, or any other anti- tobacco in HEI's jurisdiction, as applicable

LIST OF ABBREVIATIONS

ADTC	Anti-Drug & Tobacco Committee
BOS	Board of Studies
DOC	Document
DUHS	Dow university of health sciences
FM	Form
HEC	Higher Education Commission
HEI	Higher Education Institution
PMDC	Pakistan Medical and Dental Council
ISO	International Organization for Standardization
NGO	Non-governmental Organization
OC	Organization Chart
QEC	Quality Enhancement Cell
QMR	Quality Management Representative
QMS	Quality Management System
QSP	Quality System Procedure
SDG	Sustainable Development Goals
SOP	Standard Operating Procedure
VC	Vice Chancellor
WHO	World Health Organization

1. **PURPOSE:**

Introduction: With respect to smoking the World Health Organization documents cited that Tobacco kills up to half of its users who don't quit. Tobacco kills more than 8 million people each year, including an estimated 1.3 million non-smokers who are exposed to second-hand smoke.

Accordingly, the Federal Government enacted the Prohibition of Smoking and Protection of Non-smokers Health Ordinance, 2002 (Ordinance No. LXXIV of 2002) to limit smoking at public places of work or use and in public service vehicles (except in designated areas) and to outlaw tobacco storage, sale, or distribution in the vicinity of educational institutions. As a result of HEC's implementation of this policy in HEIs, and like all other institutions, universities have a legal responsibility to implement all relevant national laws and policies and should join hands with all stakeholders including psychologists and psychiatrists, social workers, NGOs, and others to address the problem of tobacco abuse.

The **Purpose** of this document is to establish and promote a tobacco and smoke-free working environment to ensure the health and well-being of all individuals. Everyone has the right breathe clean air and live in clean environment.

2. **SCOPE:**

The scope of this policy applies to the faculty, staff, students, visitors and patients (including individuals associated with outsourced services) in the premises of DUHS (campus, class rooms, hostels, play grounds, libraries, laboratories, cafeterias & transport etc.) also within the jurisdiction of the Dow University of Health Sciences and its constituent colleges/schools/institutions, outreach laboratory collection centers, and clinics.

The scope of this Policy does not apply to the affiliated hospitals or affiliated healthcare centers, if any, that are not under the administrative control of the DUHS, or a part of the Dow Healthcare System.

3. **RESPONSIBILITIES**

- The director or the Principal of the respective institute is to implement the smoke-free environment policy within the institute/college/ or school, as applicable.
 - All employees and students are responsible for adhering to this policy and reporting violations to the appropriate authorities in the prescribed manner.
 - The administrative officer of the respective institute/college/or school is responsible for monitoring and maintaining this policy
 - The chairpersons of each teaching or service departments are responsible for the application of this policy within their department premises.
 - The student and staff counselling service is responsible to provide appropriate support to those who want to give up smoking.
- A designated tobacco control committee comprising faculty and staff members from the community medicine and community dentistry, community nursing and midwifery, along with dental hygiene faculty nominated by the honorable Vice Chancellor will oversee the implementation, evaluation, and communication of the tobacco free environment policy progress annually

4. PROCEDURE:

Through concerted efforts with the institutional hierarchy the committee will ensure

- Regular training and awareness sessions on tobacco cessation strategies every six months
- tobacco products, in any form, shall not be displayed, used, or sold, or stored on campus, or within any property movable or immovable owned or used by the University, including promotional materials or advertisement
- Ensuring that cigarette butt receptacles and bins are installed outside the entrance to encourage the incoming tobacco users discard or light off their tobacco products under use
- Ensuring that adequate signage be displayed to inform employees, students and visitors of the smoke free status of
- Appropriate and adequate free support be provided to those who want to give up tobacco use
- For the purpose of this policy, 'electronic' cigarettes or devices are also subject to the same restrictions.
- With regard to smoking outside premises, this will not be permitted at entrances to buildings or near windows. Smokers will be required to move away from areas immediately adjacent to premises to prevent smoke from entering premises and offices.
- To deepen understanding of campus behaviors and views related to use of tobacco products a baseline surveys followed by annual follow up surveys will be helpful to gauge effectiveness of the policy
- Ensuring no employee or students represents, endorse or promote tobacco use within and outside the premises of
- Members of staff and students failing to comply with the terms of the policy will be liable to disciplinary action in accordance with established procedures, which may include warnings, mandatory counselling, or other actions as deemed appropriate.
- An anonymous reporting system will be established for individuals to report violations of this policy without fear of retaliation.

4.1. Formation of ANTI-DRUG & TOBACCO COMMITTEE AND FOCAL PERSONS FOR DRUG AND TOBACCO CONSUMPTION

4.1.1. Anti-Drug & Tobacco Committee (ADTC): The University shall constitute an "Anti-Drug & Tobacco Committee" comprising of three members duly notified by the Vice Chancellor.

4.1.2. Composition of the ADTC: The committee shall be headed by the senior most committee member and include:

- i. 2 regular faculty members of the University
- ii. 1 senior member from the administration

In case of coeducational and all-women HEIs, at least one female member from administration.

4.1.3. Focal Person for Drug and Tobacco Abuse: The member of the ADTC, who is from the Principal office administration shall be appointed a Focal Person for matters related to Drug Abuse and unlawful tobacco consumption.

- The Focal Person will act as a liaison for the members of the HEI to the ADTC.
- If a student, staff, or faculty member feels that he or she needs medical and/or mental health assistance and counselling or would like to report Drug Abuse or smoking, the student, faculty or staff member may reach out to the Focal Person who will connect the individual to the services requested or refer the matter to the ADTC to begin an inquiry as the case may be.

4.2. ACTIVITIES AND PROGRAMS

Students must be encouraged to participate in a diverse array of programs as healthy engagements that may prevent any inclination toward smoking or Drug Abuse.

4.2.1. These include (but are not limited to):

- i. Extra and co-curricular activities on campus such as through societies in arts and dramatics/ theater, corporate social responsibility, community service, etc.;
- ii. Community service including plantation, distribution of food amongst the disadvantaged, volunteer work at old/shelter homes.
- iii. Fitness, exercise, sports and athletic activities;
- iv. Hosting and monitoring of recreational events by HEIs to provide an avenue to bring together students without drug and tobacco use; and
- v. Any other program the ADTC may determine from time to time, in alignment with the SDG Goal of Good Health and Well-being.

4.3. EFFORTS TO PREVENT DRUG AND TOBACCO ABUSE

- The each constituent college/school and institute must undertake efforts to prevent drug abuse and illicit smoking within their jurisdictions.
- Smoking: The University must display labels in accordance with the prohibition of smoking under Anti-Tobacco Legislation. Additionally, all students should be made aware of the adverse effects of smoking on health through relevant wards, and distributions of materials through the Principal/Directors office.

5. RELATED DOCUMENTS:

- How to make your campus smoke-free. Geneva: World Health Organization; 2019 (WHO/NMH/PND/2019.8). License: CC BY-NC-SA 3.0 IGO.
- Enforcement of tobacco control laws.
[http://www.na.gov.pk/uploads/content/scan0001\(5\).pdf](http://www.na.gov.pk/uploads/content/scan0001(5).pdf)
- Sindh Assembly resolution
- THE PROHIBITION OF SMOKING AND PROTECTION OF NON-SMOKERS HEALTH ORDINANCE, 2002 available from
<https://pakistancode.gov.pk/pdf/files/administrator8c110f44e5704a7341a88640e1c4fa5d.pdf>
- Tobacco Control Cell, NHR&C Division, Government of Pakistan.
Available from www.tcc.gov.pk
- HEC. Policy on Drug and Tobacco Abuse in Higher Education Institutions 2021 Available from
<https://www.hec.gov.pk/english/Documents/Policy%20on%20drugs%20and%20tobacco%20control%20at%20HEIs.pdf>

6. RELATED RECORDS