

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
SAFETY & SECURITY: SMOKING



UNIVERSITY SYSTEM  
OF GEORGIA

# Smoking

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON SMOKING
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
<b>ORIGINALLY ISSUED</b>	MAY 2008
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## Policy Statement

Smoking of any material is prohibited in all enclosed areas of the University System of Georgia, including hallways, elevators, offices, restrooms, seminar/meeting rooms, and all other spaces owned or leased by the University System of Georgia (USG). Smoking is also prohibited in any outside areas adjacent to a USG facility whose configuration and/or other physical circumstances allow smoke either to enter and affect the internal environment or to adversely affect the environment of those entering or exiting the facility.

In accordance with the Georgia Smokefree Air Act of 2005, Title 31 Chapter 12A, this policy reinforces the agency's commitment to provide a safe and amicable workplace for all employees by protecting them from involuntary exposure to secondhand smoke. In establishing such guidelines, the University System of Georgia is aiming to preserve and improve the health, comfort, and environment of employees and any persons occupying our facilities.

## Applicability

All employees, visitors, vendors, and contractors shall abide by the guidelines set forth in this policy.

## Who Should Read This Policy

All employees within the University System of Georgia should be aware of and follow this policy.

## Definitions

The following definitions apply to terms as they are used in this policy:

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- **Act/Law:** the Smoke free Air Act of 2005, Chapter 12 of Title 16 and Title 31 of the Official Code of Georgia Annotated.
- **Employee:** Any individual who is employed by the University System of Georgia for direct or indirect monetary wages and profit
- **Constituents:** Visitors, contractors, vendors, business consultants and the general public
- **Enclosed Area/Facility:** Any space allocated between a floor and ceiling that is enclosed on all sides by solid walls or windows, exclusive of doorways, which extend from the floor to the ceiling
- **Local Governing Authority:** The University System of Georgia, operating as a local board authorized to execute special services for the state
- **State:** State of Georgia
- **Smoking Areas:** Outside locations where smoking is allowed

### Process and Procedures

The University System of Georgia operates as a local governing authority of the state of Georgia and in accordance with state law, maintains that smoking shall be prohibited in all enclosed facilities belonging to or operated by the state, to include owned and leased property. As a local governing entity of the state, the University System of Georgia declares that smoking shall be prohibited in all enclosed areas where our offices operate. All employees are expected to be familiar with and abide by the guidelines set forth in this policy. It is further established that all outside constituents visiting the agency for any reason will consent to this policy as well.

Nothing in this policy will interfere with an institutional policy that bans the use of all tobacco products on all campus property.

### Exceptions

Any area designated as a “smoking area” shall be located in “non-work” spaces outside of the building and away from the main entrances. These areas shall be authorized in accordance with state law.

As an operating unit of the state, the University System of Georgia is obligated to establish a smoking policy that coincides with state law. Please [Senate Bill 90 and The Smoke free Air Act of 2005](#) review for detailed information.

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Responsible Parties and Contact Information

<b>Party</b>	<b>Responsibility</b>	<b>Phone/Email/URL</b>
<b>Vice Chancellor for Human Resources, USG</b>	Oversight, publishing and communication of updates related to policies on smoking in the state of Georgia	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Assistant Vice Chancellor for Legal Affairs</b>	For legal specific information regarding this policy	404-962-3255 <a href="mailto:usg-legal@usg.edu">usg-legal@usg.edu</a>

Appendices (Internal Documents, Forms and Web Links)

- None

Related Documents and Resources (External)

- Senate Bill 90
- Smoke free Air Act of 2005

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