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Human Resources

60.07 Smoking

Issued: May 15, 1998

1. Rule

Prairie View A&M University Rule (see TAMUS Policy Manual, section 34.05.99.P1) prohibits smoking in all University owned buildings and vehicles.

2. Enforcement

The Senior Building Occupant for each building is responsible for enforcing the University rule on smoking. All violations noted by or reported to the Senior Building Occupant will be handled as follows:

2.1 First Violation

A verbal warning will be issued by the Senior Building Occupant. This warning will be documented, including the person's name, date of violation and the location, and documentation will be retained in files.

2.2 Second Violation

A written warning will be issued by the Senior Building Occupant. The incident will be documented and retained in files and a copy of the written warning will be sent to the violator's immediate supervisor and department head.

2.3 Third and Subsequent Violations

The Senior Building Occupant will request the applicable vice president or the president to take appropriate action. The minimum action for third and subsequent violations is a letter of reprimand

Contact: Occupational Safety & Health Officer