



Technion – Israel Institute of Technology Vice President for Administration and Finance

January 21, 2008

Smoking Restrictions, z821

To: Deans and Unit Heads

From: Executive Vice President and Director General

Subject: **Smoking Restrictions**

1. In November of this year, an amendment to the law regulating smoking in public spaces and exposure to smoking came into effect, making the law concerning smoking restrictions more stringent. A copy of the full law (from 1984) can be obtained from the Division of Human Resources.
2. Certainly, the Technion must respect and uphold the law. As a refresher, the main points are summarized below:
 - a. In all rooms used for lectures, meetings, and discussions, including corridors and porticos (a covered structure, supported by columns, that serves as the entrance to a building) in all of the buildings of the Technion – smoking is prohibited, with the exception of a completely separate room that is designated as a smoking room, an area which is no bigger than one-quarter of the space allocated as a waiting area, provided it has proper ventilation and the smoking that occurs therein does not create an inconvenience in other areas of the space.
 - b. In the student dormitories – smoking is prohibited, except in a completely separate room, if one has been allocated as such, where only a smoker resides, provided that adequate ventilation arrangements have been made.
 - c. In administration offices and faculty member offices – smoking is prohibited, except in a room with proper ventilation which has received explicit permission from the area supervisor and after consulting with the employees of the office, and provided that there are no people in the smoking area who do not smoke. A room or hall occupied only by employees who smoke will be considered a smoking area without the need for explicit permission from the area supervisor.
 - d. In a room and/or open hall used for physical activity or sports – smoking is prohibited.
 - e. In places where food is served – smoking is prohibited, except in a completely separate room, if one exists, that has been specifically designated as a smoking room by management, if one has been assigned, and only with proper ventilation, and only if the smoking that occurs therein does not create an inconvenience in other areas of the dining space and its area does not exceed more than $\frac{1}{4}$ of the area that is open to the public.
 - f. In gardens and yards – smoking is permitted.
 - g. Clear and visible signage must be displayed at all buildings and dormitory entrances, in all classrooms, laboratories and libraries.

3. Each Unit Head must make the appropriate arrangements in their unit to comply with law, including the following steps:
 - a. Update the signage in accordance with the new regulations. Within a week, it will be possible to order signs from the general warehouse.
 - b. In offices in which you would like to allow smoking, you must consult with the employee or employees, as noted previously.
 - c. Ensure that these points are communicated to all building visitors and employees.
4. The Technion has appointed officials responsible for enforcing these regulations, in accordance with the Smoking Restriction Law – these officials are employees of the Security Unit and have the authority to impose fines on individuals found smoking. Attached is a copy of the report that serves as the foundation for the law to prevent smoking at the Technion.
5. I kindly request that you promptly implement the above measures to ensure full compliance with the law at the Technion. Additionally, please distribute this information to both the academic and administrative staff, as well as the student body.

Sincerely,

A handwritten signature in black ink, appearing to be 'Zvi Kohavi', enclosed within a large, loopy oval shape.

Professor Zvi Kohavi

CC: President, Vice President, Division Heads, Administration Heads

Report – Instructions for Enforcing the Law to Prevent Smoking at the Technion

Dispatcher Information: _____

Smoker Information: Name: _____ ID #: _____
 Unit: _____

Details of the event: _____

Smoker's declaration/statement (not mandatory to complete): _____

Additional comments from the dispatcher (not mandatory to complete): _____

Fines: You are hereby charged a fine of 90 NIS for smoking in a prohibited area, a violation as per the rules for the enforcement of the smoking restriction law. The fine will be collected in the same manner as tuition is collected from you or deducted from salary, as specified below. Payment of the fine exempts you from disciplinary proceedings and will not result in a disciplinary record.

Request for a Disciplinary Hearing:

According to the regulations, you have the right not to pay the fine and to request a disciplinary hearing. In such a case, you will attend a disciplinary hearing, in accordance with the disciplinary regulations. A disciplinary hearing for a smoking offense is similar to any other disciplinary hearing, including the penalties you may face and the disciplinary record.

A request to for a disciplinary hearing must be submitted to the Technion Security Office within seven days from the date this report was delivered to you. Failure to submit such a request constitutes consent to the collection of the fine, which will be collected in the same manner as tuition or deducted from your salary. The request is to be submitted by completing the details at the bottom of this report, and delivering the report to the Technion Security Office while retaining a copy for your records.

Dispatcher Signature: _____ Smoker Signature: _____

Please note: The full text of the guidelines can be found on the Technion's website.

Request for a Disciplinary Hearing:

I, the undersigned, request a disciplinary hearing regarding the actions attributed to me in this report. I am aware of the implications of this request, and that it cannot be withdrawn.

Name: _____ ID #: _____ Signature: _____ Date: _____