



UNICAMILLUS

REGULATIONS FOR ENFORCING A SMOKING BAN IN THE UNICAMILLUS UNIVERSITY BUILDINGS

Approved by the Board of Directors on 11-12-2023 (ref. 104/2023)

Article 1 - Scope and regulatory references

1. These regulations outline the procedure for implementing a smoking ban, including e-cigarettes, in all UniCamillus University buildings, with the primary objective of "protecting the health of non-smokers".
2. Its application concerns students, the technical and administrative staff, tutors and researchers, and whoever, in any capacity, frequents the University.

These regulations are issued in application of the current legislation on smoking:

- Law No. 584 of 11 November 1975, "Smoking ban in certain premises and on public transport";
- Law no. 689 of 24 November 1981, "Amendments to the Penal Code";
- Directive of the President of the Council of Ministers of 14 December 1995, "Smoking ban in certain premises of public administration or public administration managers";
- Ministry of Health Circular No. 4 of 28 March 2001, "Interpretation and Application of Existing Legislation on Smoking Ban";
- Law No. 448 of 28 December 2001, (Art. 52, point 20), "Financial Act 2002";
- Law No. 3 of 16 January 2003, (Art. 51), "Protection of the health of non-smokers";
- Directive of the President of the Council of Ministers of 23 December 2003, "Implementation of art. 51, paragraph 2 of Law 16/1/2003 No. 3";
- Agreement of the Conference of States and Regions of 16 December 2004;
- Circular of the Ministry of Health of 17 December 2004, "Interpreting and implementing notes on the ban following the entry into force of art. 51 of Law No. 3 of 16 January 2003 on the health of non-smokers;
- Art. 1, paragraph 189 of Law No. 311 of 30 December 2004 (Financial Act 2005);
- Legislative Decree 81/08 and subsequent modifications;
- Law No. 104 of 12 September 2013, "Urgent measures concerning education, university and research";
- Inquiry No. 15 of 24 October 2013 - Answer to the question of extending the provisions of the smoking ban to so-called e-cigarettes;
- Law No. 128 of 8 November 2013 (Official Gazette - General Series No. 264 of 11 November 2013), "Conversion into law, with amendments, of Legislative Decree No. 104 of 12 September 2013, containing urgent measures concerning education, university and research";
- Circular of the Ministry of Health of 4 February 2016, "Specific reference to a smoking ban in vehicles".

Article 2 - Areas where smoking is prohibited

1. Smoking is absolutely prohibited in the following areas:
 - **Buildings:** offices and meeting rooms, as well as all other spaces and organisational and/or administrative units operating outside the aforementioned buildings, established or managed by the University;
 - **Areas open to the public:** classrooms, libraries, reading rooms, meeting rooms, laboratories, foyers, corridors, internal staircases, and toilets;

Article 3 - Areas where smoking is not prohibited

1. Smoking is allowed in outdoor areas and in areas reserved for smokers, duly equipped, and signalled as "smoking areas".

Article 4 - Signage

1. The dissemination of information regarding the smoking ban is entrusted to the posting of appropriate notices in easily identifiable locations:
 - Near the external entrances to the University;
 - In corridors, classrooms and refreshment areas;
 - At the entrance to stairways and lifts;
 - Any other place where there is a high flow of users.
2. In the above areas, signs must include
 - The name of the University;
 - The words "NO SMOKING";
 - A reference to the relevant legislation;
 - Penalties for offenders;
 - Indication of the persons responsible for enforcing the no-smoking policy.
3. In buildings consisting of individual rooms used primarily as offices or classrooms, signs bearing the indication "NO SMOKING" may be used.

Article 5 - Surveillance officers and their duties

1. Designated surveillance officers are formally and individually identified individuals responsible for verifying compliance with the smoking ban and enforcing any violations.
2. Designated surveillance officers must check the presence and integrity of signage in all areas where the smoking ban is enforced and the accuracy of the information displayed on signage.
3. In the event of violation, the surveillance officers are required to complete an assessment report using the forms provided by the University, in conjunction with the on-site security staff, after identifying the offender through identification documents.
4. They are also responsible for
 - recording in the report, in duplicate form, the location and details of the offending behaviour;
 - giving one copy to the offender;
 - giving another copy to the Prevention and Protection Office, which will forward a copy to the competent Authorities.
5. During classes, teachers are required to report any misconduct to surveillance officers.

Article 6 - Penalties

1. Violation of the smoking ban is punishable by an administrative fine ranging from a minimum of €27.50 to a maximum of €275.00.
2. The fine is doubled if the offence is committed in the presence of a visibly pregnant or breastfeeding woman or children under the age of 12.
3. Designated surveillance officers staff will normally impose the minimum fine of €27.50 up to the maximum fine of €275.00 in the event of a repeat offence.

Article 7 – Payment of financial penalties

1. A fine is carried using Annexe 1.
2. If the smoking offence was committed by a public authority (State Police, Carabinieri, officials or Public Administration representatives) or the University, payment of the administrative fine will be made:

- At a bank or post office, using form F23, tax code 131 T, as mentioned in paragraph 2, art.7, and stating the reason for payment as “violation of the smoking ban contested by UniCamillus University officials with report no. ___ dated ___ (art.8, law 584/75)”;
 - At the competent Provincial Revenue Offices;
 - At the post office, by means of a postal order addressed to the competent Provincial Revenue Office, stating "violation of the smoking ban" as the reason for payment.
3. If the fine is imposed by the Municipal Police, the staff of the Prevention Department of the Health Company or other non-state bodies in the Region, payment shall be made in accordance with the procedures indicated by them.

Article 7 - Transitional and final provisions

1. For matters not expressly provided for in these Regulations, reference is made to the relevant legal provisions.

ANNEXE

1. Official Report and Notification of Administrative Violation