UNIVERSIDAD POLITÉCNICA

NON-SMOKING POLICY AT THE UNIVERSIDAD POLITÉCNICA DE PUERTO RICO

Introduction

It is scientifically proven and accepted that smoking tobacco produces harmful effects on the smoker, as well as other people who have to inhale second-hand smoke. The Universidad Politécnica de Puerto Rico is responsible for promoting and guaranteeing a safe, healthy, and smoke-free environment, for which it obliges the institution to establish this policy.

Legal Basis

This policy is promulgated by virtue of the authority conferred on the President by the Board of Trustees in the Bylaws of the Universidad Politécnica de Puerto Rico. Based on the following laws:

- Act No. 40 of 1993: Act to regulate smoking in public places and its amendments of 1996 Act 133, to regulate smoking in private and public places.
- Act No. 66 of 2006, amending Articles 2, 3, 4, 5, 6, 9, and 11 of Act No. 40 of 1993, to prohibit this practice inside prisons, bars, restaurants; including outdoor terraces with one or more employees, entertainment venues, casinos, workplaces, ***educational institutions,*** vehicles transporting children under the age of 13 and most public spaces. ***Smoking sections are not allowed in these spaces.***

I. Purpose

The purpose of this Policy is to:

- Guarantee people's right to health by ensuring their right to a smoke-free environment on the premises of the Universidad Politécnica de Puerto Rico.
- Provide education on the health harms of smoking.
- Promote the conservation of the environment, avoiding pollutants emitted by cigarettes or tobacco.
- Establish the rules that will govern the practice of **NO** Smoking throughout the institution. To this end, the institution, through this document, establishes that smoking is strictly prohibited on the premises of the institution. This includes patios, student and employee parking lots, and all school buildings. ***Smoking is not allowed in any area of the Universidad Politécnica de Puerto Rico.***

II. Scope of the Policy

This Policy applies to ***all members of the university community*** (such as administrative employees, faculty, and students) and persons who make use of the facilities of the institution as visitors, job applicants, suppliers, and independent contractors.

III. Definitions

The following definitions shall apply for the purposes of this Institutional Policy:

- **Smoking -** The activity of inhaling and exhaling tobacco smoke or other substances that are set ablaze in cigars, cigarettes, pipes, and possessing or transporting cigars, cigarettes, and pipes or smoking items while they are lit.

- **Tobacco Smoke** - Smoke emanating from the cigarette, pipe, or cigar, plus that which comes out of the smoker's mouth. Exposure to it is known as involuntary smoking or passive smoking.

- **Outdoor Areas-** Those areas of the institution that are not within an enclosed structure, such as parking lots, outdoor walkways, and courtyards that surround and/or provide access to buildings.

- **Scenario or Workplace -** Any indoor, outdoor, or underground site and those pertaining to it, including any common areas of multiple dwellings, residential buildings, or other structures where any process or operation directly or indirectly related to any trade, service, or business is temporarily or permanently carried out.

Sales & Promotion

The distribution and sale of tobacco and the promotion of its use in the structures, premises of the University, or any official activity outside the institution is prohibited.

Compliance

Supervisors shall take appropriate measures to ensure that this Policy is faithfully complied with. This policy will be part of the Teaching Employees Handbook, General Student Regulations, and Administrative Employees Handbook. Any employee may report the non-compliance action directly to the Office of Security or the Office of Human Resources.

Procedure

The institution will minimize and guarantee the exposure and consumption of tobacco within the institution's premises and its impact on the health of our students, employees, visitors, and subcontracted personnel. If you are a student, visitor, job applicant, independent contractor, or supplier, you will be referred to the Director of the Security Office; if you are an administrative or teaching employee, you will be referred to the Human Resources Office after having been oriented by the Security Officer. The focus of the Security Office will be the prevention of this conduct.

As part of our commitment, we have a Quality of Life Program in which counselors will include, as part of their work plan, to guide students around the practice of not smoking, and will use different preventive service strategies.

Pollcy Enforcement Officers

The security officers will take preventive measures to ensure faithful compliance with this policy, together with all the institution's staff (administrative and teaching).

Disciplinary Measures

Any violation of this policy will result in the application of the penalties provided in this policy. They will be applied to all employees (administrative and teachers) and students.

Administrative and Teaching Employee:

1. First offense: Referred to the Director of Safety and the Environmental, Occupational Safety and Health Specialist for guidance.
2. Second offense: Orientation and written reprimand from the immediate Supervisor with a copy to the Employee's file.
3. Third offense: Referral to the Office of Human Resources for guidance, referral to the tobacco control program, and written reprimand with a copy to the employee's file.
4. Fourth offense: Suspension of employment and pay for a period of not less than one day and not more than five working days by the immediate Supervisor and the Office of Human Resources in the case of administrative and teaching employees. In the case of Deans by the Vice President for Academic Affairs and the Office of Human Resources. In the case of Executives, by their immediate supervisor and/or the President and Vice Presidents, by the President of the institution and Office of Human Resources.
5. Fifth offense: Permanent suspension of employment and pay for repeated violation of the rules that allow the proper and normal functioning of the institution in accordance with the due procedure established in this policy.

Students

1. First offense - Referred to the Director of the Security Office for guidance (document).
2. Second offense- Referred to the Vice President of Enrollment Management and Student Services for Guidance (document).
3. Third Fault- Referring to the Vice Presidency of Enrollment Management and Student Services for guidance and to activate the Disciplinary Committee.

Visitors, Suppliers and Dependent Contractors:

1. First Offense: Referred for guidance to the Director of the Office of Safety, the Environmental, Occupational Safety and Health Specialist, and the Office Supervisor subcontracting.
2. Second offense: In the case of Suppliers and Contractors, they will be referred by the Safety Director to the Contracting Department for suspension of services.

Smoking Cessation Services

To request telephone help to quit smoking, contact the **Déjalo Ya! Line** at 1-877-335-2567, Monday through Friday from 9:00 a.m. to 9:00 p.m. and Saturdays, Sundays, and holidays from 9:00 a.m. to 6:00 p.m.

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Repeal and amendments

This Policy supersedes ***CIRCULAR 91-6 Institutional Policy of the Universidad Politécnica de Puerto Rico to limit the use of cigarettes or guarantee the right of non-smokers to an environment free of health risks,*** and any other procedure that is in conflict with the provisions herein.

Effective date

This document shall be effective immediately upon approval and signature by the President.

Ernesto Vázquez Barquet
President

06/2022
Date

Purpose Establish operational procedures to authorize and control the requisition and return of office and classroom keys by employees at the Universidad Politécnica de Puerto Rico facilities.

Personnel Compliance with this Operational Procedure corresponds to:

- Security Office Staff.
- Administrative, Faculty, and Proposals Employees.

Objective The purpose of this policy is to establish an appropriate procedure for the requisition and return of keys. This is in order to keep control and record of all the keys as they have been assigned and returned to staff.

- The employee will be guaranteed access to their work area.
- In most situations, the employee will be assigned a key.
- The employee shall be responsible for the control of such keys and their eventual return to the Security Office.
- Students will not be assigned keys without prior authorization from the Security Office.

Operational procedures for Key requisition.

- Any key requisition must be submitted to the Security Office in writing with the (Key Requisition) document.
- Any requisition shall be authorized by Deans, Directors, Supervisors, and/or Coordinators of the requesting Department.
- The Director of Security will verify in the key file if the applicant is requesting the same for the first time or if they have more items assigned; after the verification, personnel of the Department of General Services will be authorized to provide a copy and/or original to the security office.
- The key will be given to the requesting employee after the employee is informed of the **(Key Contract Document)** where he is assigned responsibilities for the custody of said key.

Key Return

- All keys shall be returned to the security office when the employee completes his duties in the institution, transferred to another department, or is dismissed.
- When the employee completes their duties or is dismissed, they will fill the Security Office box to return the key in the document **(Exit Interview)** provided by the Office of Human Resources.

- No employee shall be authorized to leave or transfer the keys given by this Office to the Department where they are assigned.

Unauthorized Duplicate Keys

- No person shall be authorized to duplicate, alter, or modify keys to rooms, offices, and buildings.
- Only personnel of the Office of Security and the Department of General Services will be authorized to duplicate keys.

Responsibilities of the Security Office

- The security office will be responsible for keeping a record of all keys that have been assigned by this office.
- Maintain the documents that will be used by the employees of our institution for the Key Requisition and Key Contract.
- Will be responsible for requesting back from every employee who no longer works for the institution, any key assigned to them during their employment period at this institution.

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CCTV SURVEILLANCE POLICY AND ELECTRONIC MONITORING

1 PURPOSE

- To set forth the policy of the Universidad Politécnica de Puerto Rico to carry out CCTV surveillance and electronic monitoring in all areas of the University. As we know, our facilities receive hundreds of students, visitors, employees, and suppliers daily whose safety is our priority. In addition, we have a duty to safeguard and protect the property of our institution.
- The use of CCTV video has the dual function of providing security in operations and maintaining continuous security surveillance in our institution so that the best operation of the institution can be maintained at all levels.

2. SCOPE

- This policy covers all activities, localities, and areas of the Universidad Politécnica de Puerto Rico. The policy includes and is not limited to all building hallways, entrances, exits, parking lots, waste depots, loading and unloading areas, rooftops, roof terraces, stairs, elevator areas, mechanical rooms, electrical rooms, security areas, traffic control, all computer labs, 24-hour classroom, Architecture, Finance Department, Integrated Services, and Educational Technology Center Building without this relationship being considered limiting. No camera will be placed inside the bathrooms, as people have a reasonable expectation of privacy at this location. **Cameras will be properly identified and visible at all locations.**

3. RESPONSIBILITY

- The interpretation and administration of this policy shall be the responsibility of the Executive Vice President and the Chief Security Officer. The Director of Security and the duty officer(s) shall be responsible for the CCTV and recording system's operation and functioning. In addition, they will be responsible for ensuring the proper management and custody of the security system. **and to guarantee the confidentiality and proper handling of the information obtained.**

4. POLICIES

- In order to safeguard the property and safety of those who attend the University, and in view of the security requirements imposed on us by the nature of our operations, this policy is established and enforced to regulate the currently available CCTV and recording camera surveillance system. Similarly, CCTV monitoring and recording is intended to maintain the normal flow of operations, as well as to ensure an efficient and orderly operation.
- As part of the implementation of this policy, the Universidad Politécnica has posted notices informing all students, visitors, suppliers, employees, and job candidates about the CCTV Surveillance Policy and the existence of the system. In addition, notices will be posted in employee break areas, on visible bulletin boards, at entrances to the University, and in all common areas for the benefit of the university community.

- The cameras will be monitored from the Security Office located in the Multipurpose Building, where the CCTV control, observation, and recording system will be located. The cameras have the ability to move and can zoom in and will be running seven (7) days a week, twenty-four (24) hours a day. The Director of Security shall be responsible for the operation of the equipment and custodian of the CCTV system, in conjunction with the Security Officers servicing the command center.
- Access to certain areas of the University will be restricted, depending on the level of responsibility or functions, by using the university identification card or through an access card system issued to students and employees,
- The images obtained from the CCTV system and the data from the Access Control System shall be maintained for a period of time established by the Office of the President and the Director of Security, in accordance with the technical capacity of the recording systems and equipment as well as the prevailing administrative and legal provisions. It is established that digital recordings will be kept for a period of 3 months (90 days). Once expired, the retention period of the images will be recorded again, unless there is an administrative or legal requirement to retain it. In the event that any image or data is obtained that involves violations of the security or policy of the Universidad Politécnica and their use is expected to support any administrative or disciplinary determination, the tape, disk, or media file of information containing the image in question will remain in the custody of the Associate Vice President for Support and Administrative Services and the Director of Security for as long as necessary.
- Only the Associate Vice President for Support and Administration Services and the Chief Security Officer will be able to view video system recordings and access control data. **In all other instances, only** Management personnel will be able to view the video recordings based on their need to counsel and make decisions, according to the authorization of the President of the University.

- Any improper, illegal, against the law or the policies of the UPPR that is covered by the CCTV security system and access control may cause the person or persons responsible for such conduct to face disciplinary or legal action that proceeds in accordance with the regulations in force at the University and the applicable laws

POLICY FOR COMPLAINTS ABOUT THE CCTV SYSTEM

- Any student, employee, visitor, and supplier who believes that their rights have been violated by the CCTV Monitoring System Policy or concerning the results of an investigation conducted pursuant to this policy may file such complaint in writing following the procedure set forth in the Administrative and Faculty Employee Manuals and the Student Manual of the University. Visitors and suppliers may file their complaints or grievances with the Security Officer at the corresponding area.

- Any complaint must be filed no later than 30 days after the events occurred.
- The particular video that is the subject of the complaint will not be destroyed until the complaint and the tape are evaluated by all parties involved. Once it is evaluated, the disposition to be taken will be determined.
- The Universidad Politécnica de Puerto Rico reserves the right to amend, in its absolute and exclusive discretion, this policy and vary it in a way that conforms to the requirements of the operations or the CCTV camera system. In addition, the UPPR will notify of the installation of cameras in new areas and changes in policy.

If any term or provision of this Policy is declared ineffective by a court of competent jurisdiction, the remainder of the Policy, or the terms or clauses thereof, shall remain in effect.