

SOKOINE UNIVERSITY OF AGRICULTURE

Smoke-Free and Tobacco-Control Policy

A healthy, smoke-free place to learn, live and work for everyone at SUA

POLICY **SEPTEMBER 2026**

INSIDE THIS POLICY

Contents

Foreword by the Vice Chancellor 4

Abbreviations and Acronyms 5

Definitions of Key Terms and Concepts 6

CHAPTER 1 · CONTEXT AND PURPOSE 9

1.1 Introduction and Rationale 9

CHAPTER 2 · SMOKE-FREE REQUIREMENTS 14

2.1 General prohibition 15

2.2 Areas that are always smoke-free and vape-free 15

2.3 Smoking breaks 15

2.4 Ashtrays and smoking accessories 15

2.5 Designated smoking rooms or areas 15

2.6 Approval and location 15

2.7 Minimum technical requirements where an indoor smoking room is used 15

2.8 Conduct within designated areas 15

2.9 Sales, promotion, sponsorship and commercial activity 15

2.10 Cessation and wellness support 15

2.11 Communication, signage and education 19

CHAPTER 3 · COMPLIANCE, REPORTING AND ENFORCEMENT 21

3.1 Reasonable compliance steps 21

3.2 Reporting 21

3.3 Enforcement by category 21

3.4 Roles and responsibilities 21

CHAPTER 4 · IMPLEMENTATION MONITORING, EVALUATION AND REPORTING 25

4.1 Implementation 25

4.2 Monitoring, evaluation and reporting 25

4.3 Review and amendment 25

4.4 Related university instruments 25

LEGAL AND BENCHMARK REFERENCES 28

AT A GLANCE

The Policy at a Glance

THE RULE

No person may smoke or vape on University premises except within a formally approved designated smoking room or area established under section 2.5 of this policy.

10
kinds of area that are always smoke-free and vape-free

10 m
minimum smoke-free distance from entrances, windows and air intakes

90 days
from Council approval to full institutional enforcement

3 years
between formal reviews of the policy

FROM SMOKE-FREE TODAY TO TOBACCO- AND NICOTINE-FREE TOMORROW

TODAY
Smoking and vaping prohibited across University-controlled premises

ONLY EXCEPTION
Minimum, legally compliant designated smoking area where required by law

GOAL
100% tobacco- and nicotine-free campus when the legal framework permits

> **Tobacco control is not just a regulatory measure; it is a fundamental expression of our duty of care to students, staff, and visitors.**
>
> Professor Raphael Tihelwa Chibunda, Vice Chancellor

> **Smoke-free today, tobacco- and nicotine-free tomorrow: a healthier campus for students, staff and visitors.**

Foreword by the Vice Chancellor

Establishing a smoke-free learning, living, and working environment is one of SUA's fundamental commitments to safeguarding the health and well-being of our community, in line with our Corporate Strategic Objectives (CSOs) within the 6th SUA Corporate Strategic Plan (SUA CSP) (2026/27–2030/31). It is my pleasure to introduce the Smoke-Free and Tobacco-Control Policy at Sokoine University of Agriculture (SUA). This policy signifies a significant stride in our commitment to fostering a healthy, safe, and inclusive environment across all dimensions of our institution.



Professor Raphael Tihelwa Chibunda, Vice Chancellor

The University establishes a smoke-free learning, living and working environment. Smoking and vaping are prohibited across University-controlled premises except in any formally designated smoking room or area that is required or permitted under Tanzanian law and approved through the University's legal, health and safety process. The University will maintain the minimum number and size of such areas necessary for legal compliance and will move toward a 100% tobacco- and nicotine-free campus when the applicable legal framework permits.

Tobacco control is not just a regulatory measure; it is a fundamental expression of our duty of care to students, staff, and visitors. As such, by reducing exposure to second-hand smoke and promoting healthier lifestyles, we create a more supportive and productive environment for all members of our university community. Therefore, this policy serves as a practical roadmap for implementing tobacco-control strategies within SUA. It provides clear and actionable provisions for compliance, enforcement, awareness creation, and support for those seeking to quit tobacco and nicotine use.

> **"Together, let us strive to build a university where a smoke-free culture is not only espoused but also experienced in every aspect of academic and campus life.**

I extend my sincere appreciation to the dedicated team of experts, stakeholders, and contributors who have collaborated in the development of this policy. Their collective efforts have ensured that this document reflects the best practices and insights in the field of tobacco control and public health. I urge all members of the SUA community to embrace this policy and to actively participate in its implementation. Together, let us strive to build a university where a smoke-free culture is not only espoused but also experienced in every aspect of academic and campus life.

Professor Raphael Tihelwa Chibunda
Vice Chancellor
Sokoine University of Agriculture

Abbreviations and Acronyms

Cap.	Chapter (of the Laws of Tanzania)
COP	Conference of the Parties (to the WHO FCTC)
CSO	Corporate Strategic Objective
DVC-PFA	Deputy Vice Chancellor (Planning, Finance and Administration)
FCTC	Framework Convention on Tobacco Control
GN	Government Notice
HR	Human Resources
ICT	Information and Communication Technology
MOH	Ministry of Health
OHS	Occupational Health and Safety
OSHA	Occupational Safety and Health Authority
PFA	Planning, Finance and Administration
SUA	Sokoine University of Agriculture
SUA CSP	Sokoine University of Agriculture Corporate Strategic Plan
TMDA	Tanzania Medicines and Medical Devices Authority
UCT	University of Cape Town
UWC	University of the Western Cape	**UP**	University of Pretoria
WHO	World Health Organization		

> **A university is simultaneously a learning environment, workplace, residential community, health-promotion setting and public institution.**



Definitions of Key Terms and Concepts

Campus User	Any person who enters, occupies, works, studies, resides, visits, receives services, conducts business, participates in an event, or otherwise uses or accesses University-controlled premises, facilities, vehicles or services.
Cessation	The process of stopping the use of tobacco or nicotine products, including smoking and vaping, with or without professional, behavioural, counselling or clinical support.
Cessation Support	Health, counselling, educational, behavioural and referral services provided to students or employees who wish to stop using tobacco or nicotine products. Such support may include brief assessment, counselling, behavioural support, referral and information on evidence-based cessation methods.
Designated Smoking Area	A formally approved room or area established by the University for smoking where such an area is required or permitted under applicable Tanzanian law. A designated smoking area is not a general entitlement to smoke on University premises and shall be maintained only to the minimum extent necessary for legal compliance.
Electronic Cigarette (E-Cigarette)	An electronic device that heats a liquid, solution or other substance to produce an aerosol for inhalation, whether or not the substance contains nicotine.
Emissions	Smoke, vapour, aerosol or other substances released into the surrounding environment from smoking, vaping or the use of tobacco or nicotine products.
Exposure	The involuntary or direct contact of a person with tobacco smoke, vaping aerosol or other emissions arising from the use of tobacco or nicotine products.
Heated Tobacco Product	A tobacco product that is heated to produce an aerosol or emission for inhalation rather than being conventionally burned.
Nicotine	A naturally occurring addictive substance found in tobacco and used in some electronic cigarettes, vaping products and other nicotine-containing products.
Nicotine Product	Any product that contains nicotine and is intended or capable of delivering nicotine to a person, including electronic cigarettes, vaping liquids and other nicotine-delivery products, whether or not the product contains tobacco.
Non-Compliance	Any act, omission or conduct that contravenes a provision of this Policy, including smoking or vaping in a prohibited area, unauthorized establishment of a smoking area, unauthorized sale or promotion of tobacco or nicotine products, or failure by responsible persons to take reasonable compliance measures.
Occupational Health and Safety (OHS)	The systematic measures, responsibilities and practices undertaken to protect employees and other persons from risks to health and safety arising from activities and conditions within the workplace or University environment.
Predominantly Smoke-Free Environment	A University environment in which smoking is prohibited throughout University-controlled premises, subject only to any narrowly defined and legally permitted or required designated smoking area. The Policy seeks to progressively strengthen these restrictions towards a 100% tobacco- and nicotine-free campus when the applicable legal framework permits.

Reasonable Compliance Steps	Appropriate measures taken by authorized University personnel to secure compliance with the Policy, including informing a person of the prohibition, directing the person to stop smoking or vaping, requiring the person to leave a prohibited area, and referring repeated or serious breaches for appropriate action.
Second-Hand Smoke	Tobacco smoke that is released into the surrounding environment and subsequently inhaled by persons other than the person who is smoking. It includes smoke from the burning tobacco product and smoke exhaled by the smoker.
Shisha/Hookah	A device or method used to smoke tobacco or other substances by passing the smoke through water before inhalation. For purposes of this Policy, shisha/hookah is subject to the same smoke-free restrictions applicable to other smoking products.
Smoke Detector	A device designed to detect the presence of smoke and provide an alert or other response, including tobacco-smoke detection equipment required for applicable buildings under the relevant Tanzanian regulations.
Smoke-Free Area	Any University-controlled location where smoking and vaping are prohibited. Under this Policy, this includes indoor and enclosed areas, residences, University vehicles, food areas, specified outdoor locations and other areas declared smoke-free by the University.
Smoke-Free Culture	A University-wide institutional environment in which members of the SUA community understand, support and consistently observe restrictions on smoking and vaping while promoting healthier lifestyles and protection from involuntary exposure.
Smoking	The act of burning, heating or otherwise using a tobacco or other smoking product in a manner that produces smoke or emissions for inhalation. For purposes of this Policy, smoking includes the use of cigarettes, cigars, pipes, shisha/hookah and comparable products.
Tobacco	A plant and its leaves or any preparation, processed material or product derived from tobacco and intended for smoking, inhalation, chewing, sucking or other forms of use.
Tobacco Control	A coordinated set of measures intended to prevent and reduce tobacco use and exposure to tobacco smoke, including restrictions on smoking, sales, promotion, advertising and sponsorship; health education; compliance measures; monitoring; and cessation support.
Tobacco Product	Any product made wholly or partly from tobacco and intended for human consumption or use, including cigarettes, cigars, pipe tobacco, shisha tobacco and smokeless tobacco products, as well as other products regulated as tobacco products under applicable Tanzanian law.
Tobacco Smoke	The smoke produced from the combustion of a tobacco product and smoke exhaled by a person using a tobacco product.
Tobacco- and Nicotine-Free Campus	A University environment in which the use of tobacco and nicotine products is prohibited throughout University-controlled premises without designated smoking areas, subject to the applicable legal framework. The Policy identifies this as the University's progressive long-term direction when legally permitted.
Tobacco or Nicotine Advertising	Any form of communication, representation or commercial message that directly or indirectly promotes a tobacco or nicotine product, brand, manufacturer or associated commercial interest.

Tobacco or Nicotine Promotion	Any communication, activity, arrangement or practice intended to encourage the purchase, use, recognition or favourable perception of a tobacco or nicotine product, including product placement, branded gifts, free samples, discounts, competitions or promotional distribution.
Tobacco or Nicotine Sponsorship	Any contribution, financial or otherwise, made for the purpose of promoting a tobacco or nicotine product, brand, manufacturer or associated commercial interest.
University-Controlled Premises	All premises, facilities and locations owned, leased, occupied, managed or otherwise controlled by SUA, including campuses, teaching centres, offices, laboratories, workshops, libraries, lecture rooms, residences, guest houses, clinics, farms, field stations, sports and recreation facilities, conference facilities, stores and other University facilities.
University-Controlled Vehicle	Any vehicle owned, leased, hired or otherwise controlled by SUA, including vehicles used to transport students, employees or visitors on official University business.
University Community	All students, employees, Council members, visiting academics, researchers, volunteers, interns, consultants, casual workers, contractors, vendors, tenants, service providers, visitors, conference delegates, patients, clients and other persons covered by this Policy.
Vaping	The act of using an electronic cigarette, vape or similar electronic device to inhale an aerosol generated by heating a liquid, substance or other material, whether or not it contains nicotine.

KEY MESSAGE

Tobacco use and exposure to second-hand smoke are preventable public health and occupational-health risks.





SUA Hospital from the air

01

CHAPTER 1

Context and Purpose

IN THIS CHAPTER

1.1 Introduction and Rationale

1.1.1 Legal and policy framework

1.1.2 Legal hierarchy and interpretation

1.1.3 Purpose and Objectives of the Policy

1.1.4 Scope and application

1.1.5 Policy principles

1.1 Introduction and Rationale

Tobacco use and exposure to second-hand smoke are preventable public health and occupational-health risks. A university is simultaneously a learning environment, workplace, residential community, health-promotion setting and public institution. It therefore has a responsibility to protect students, employees, contractors, visitors and other campus users from involuntary exposure to tobacco smoke and related emissions, while supporting people who wish to stop using tobacco or nicotine products.

Tanzania's Tobacco Products (Regulation) Act, 2003 (Cap. 121) has the stated objectives of reducing tobacco use and its consequent harm, protecting non-smokers from tobacco smoke, informing the population about risks and cessation benefits, and promoting a climate leading to a smoking-free atmosphere. Sections 12-16 regulate smoking in public places, higher educational establishments and enclosed workplaces, including requirements for smoking and non-smoking areas, signage and employer action to prevent smoking in enclosed workplaces.

The Tobacco Products Regulations, 2014 (Government Notice No. 478) prescribe construction and ventilation standards for permitted smoking rooms or areas, smoke-detector requirements for new public buildings, bilingual notices, and reasonable steps that owners and occupiers must take to secure compliance. The Regulations also address access, sale, promotion and advertising of tobacco products.

The Occupational Health and Safety Act, 2003 places a general duty on employers and occupiers to provide, so far as reasonably practicable, a working environment that is safe and without risks to health. Section 96 further requires workplaces with more than four employees to prepare, display and distribute a written occupational health and safety policy. The National Occupational Health and Safety Policy, 2010 remains listed by the Occupational Safety and Health Authority (OSHA) as part of the national framework guiding workplace health and safety.

The Public Health Act, 2009 provides the wider statutory framework for the promotion, preservation and maintenance of public health in Mainland Tanzania. The National Health Policy, 2007 continues to be implemented while under review and includes prevention and control of non-communicable diseases among its health objectives. In August 2026 the Ministry of Health reported that the 2007 policy had been reviewed, making an early-review clause particularly important for this University policy.

Tanzania signed the WHO Framework Convention on Tobacco Control (WHO FCTC) on 27 January 2004, ratified it on 30 April 2007, and the Convention entered into force for Tanzania on 29 July 2007. Article 8 and its implementation guidelines call for effective protection from exposure to tobacco smoke. WHO guidance states that 100% smoke-free environments provide the most effective protection and that ventilation or designated smoking rooms do not eliminate exposure risk.

The national framework currently permits designated smoking rooms in universities; WHO's 2025 Tanzania country profile therefore does not classify universities in Tanzania as subject to a complete smoke-free law. This policy responds by applying the strongest controls that are institutionally and legally available: the University will prohibit smoking and vaping throughout its premises except for any narrowly defined, legally compliant designated area, and will progressively reduce reliance on such areas as law and implementation conditions evolve.

TODAY
Smoking and vaping prohibited across University-controlled premises

ONLY EXCEPTION
Minimum, legally compliant designated smoking area where required by law

GOAL
100% tobacco- and nicotine-free campus when the legal framework permits

1.1.1 Legal and policy framework

TOBACCO CONTROL IN TANZANIA: KEY MILESTONES

2003	2004	2007	2014	2026
Tobacco Products (Regulation) Act, Cap. 121	Tanzania signs the WHO FCTC (27 January)	FCTC ratified (30 April) and in force (29 July)	Tobacco Products Regulations, GN No. 478	SUA Smoke-Free and Tobacco-Control Policy

The legal and policy framework for tobacco control in Tanzania combines national legislation, subsidiary regulations, occupational safety and health requirements, public health law, and international treaty obligations. Together, these instruments establish the binding requirements that SUA must observe in prohibiting smoking and vaping on its premises, while also reflecting the University's commitment to protecting public health within the bounds of Tanzanian law. They also provide the interpretive context within which this policy is to be understood and applied, ensuring that the University's smoke-free measures are grounded in, and consistent with, the broader national and international legal order. Where any provision of this policy is found to be inconsistent with applicable law, the law shall prevail, and the policy shall be read and applied in a manner that gives effect to the legal requirements summarized in the table below. In all cases, this policy shall be interpreted and implemented consistently with applicable law, and the table that follows provides a convenient reference to the principal instruments, their status or date, and their relevance to this policy.

INSTRUMENT	STATUS/DATE	RELEVANCE TO THIS POLICY
Tobacco Products (Regulation) Act, 2003 (Cap. 121)	Act No. 2 of 2003	Regulates tobacco manufacture, sale, promotion and smoking; ss. 12-16 address public places, higher education, designated areas, signage and employer obligations; s. 17 restricts promotion in educational establishments.
Tobacco Products Regulations, 2014	GN No. 478 of 2014	Sets technical standards for smoking rooms/areas, smoke-detector and signage requirements, compliance steps, and rules on sale, promotion and advertising.

Occupational Health and Safety Act, 2003 — Act No. 5 of 2003

Requires employers/occupiers to protect employee health and safety; s. 96 requires a written workplace health and safety policy for workplaces with more than four employees.

National Occupational Health and Safety Policy — 2010

National policy framework used by OSHA for occupational safety and health governance.

Public Health Act, 2009 — Act No. 1 of 2009

Provides a general framework for promotion, preservation and maintenance of public health in Mainland Tanzania.

National Health Policy — 2007; under review in 2026

Supports prevention and control of communicable and non-communicable diseases, health promotion and public awareness.

WHO Framework Convention on Tobacco Control — Ratified by Tanzania 30 Apr 2007

Article 8 requires effective protection from exposure to tobacco smoke; Article 13 addresses tobacco advertising, promotion and sponsorship.

WHO FCTC Article 8 Guidelines — COP-adopted guidance

States that complete smoke-free environments provide effective protection and recommend elimination of smoking and tobacco smoke in protected spaces.

1.1.2 Legal hierarchy and interpretation

This policy shall be interpreted and applied in accordance with the following principles of legal hierarchy and interpretation:

- National law and lawful regulatory directions prevail over this policy where an inconsistency exists.
- The University shall apply stricter institutional rules where it is lawful to do so, particularly for protection of health, residences, vehicles, food areas, events, laboratories, high-risk locations and areas near entrances or ventilation systems.
- Where Tanzanian law requires or is authoritatively interpreted to require a designated smoking room or area in a higher educational establishment, the University will maintain only the minimum compliant provision and will not treat it as a general entitlement to smoke on campus.
- Any new Act, regulation, government notice, health policy or binding regulatory direction affecting tobacco, nicotine products or smoke-free environments shall trigger an immediate legal review of this policy.

1.1.3 Purpose and Objectives of the Policy

1.1.3.1 Purpose

The purpose of this policy is to establish a clear, enforceable and health-promoting framework that protects the University community from tobacco smoke and related emissions, ensures compliance with Tanzanian law, regulates any legally required designated smoking provision, and supports prevention and cessation of tobacco and nicotine use.

1.1.3.2 General Objective

GENERAL OBJECTIVE

To establish and maintain a predominantly smoke-free and tobacco- and nicotine-free learning, living, working, research, and recreational environment at Sokoine University of Agriculture by protecting all campus users from involuntary exposure to tobacco smoke and emissions from electronic smoking or vaping devices, regulating designated smoking areas in compliance with applicable law, preventing tobacco and nicotine-product promotion and sales on University-controlled premises, providing accessible cessation support, integrating smoke-free compliance into University systems, and monitoring implementation in line with the evolving legal and public-health framework.

1.1.3.3 Specific Objectives

The specific objectives of this policy are:

01 To protect students, employees, contractors, visitors and other campus users from involuntary exposure to tobacco smoke and emissions from electronic smoking or vaping devices.

02 To create a predominantly smoke-free and vape-free learning, living, working, research and recreational environment.

03 To ensure that any designated smoking room or area complies with Cap. 121, the 2014 Regulations, fire-safety requirements and University risk controls.

04 To prevent tobacco and nicotine-product sales, sampling, promotion, advertising and sponsorship on University-controlled premises.

05 To provide accessible, non-stigmatising cessation information, counselling and referral support.

06 To integrate smoke-free compliance into occupational health and safety, residence management, procurement, contracts, events, security and student conduct systems.

07 To monitor compliance and exposure, report annually, and update the policy when the legal or public-health framework changes.

1.1.4 Scope and application

This policy applies to all persons and all University-controlled settings, regardless of whether a person is a smoker, vaper or non-user.

- All students, employees, Council members, visiting academics, researchers, volunteers, interns, consultants and casual workers.
- Contractors, subcontractors, vendors, tenants, concessionaires, service providers and their employees.
- Visitors, spectators, conference delegates, patients or clients of University clinics, and members of the public entering University-controlled premises.
- All campuses, teaching centers, offices, laboratories, workshops, libraries, lecture rooms, student centers, sports and recreation facilities, farms or field stations, clinics, halls, conference facilities, residences, guest houses, stores and other premises owned, leased, occupied or controlled by the University.
- All University-owned, leased, hired or otherwise controlled vehicles and conveyances.
- University-sponsored events held off-site where the University controls the venue or can contractually impose smoke-free requirements, subject to applicable local law.

1.1.5 Policy principles

This policy is based on the following guiding principles:

Health protection
protection from involuntary exposure takes priority in shared University environments.

Legal compliance
the policy shall satisfy the Tobacco Products (Regulation) Act, the 2014 Regulations, occupational health and safety duties, and lawful regulatory directions.

Prevention and support
enforcement will be paired with education and accessible cessation support.

Consistency
equivalent rules apply to cigarettes, cigars, pipes, shisha/hookah, e-cigarettes, vapes, heated tobacco and comparable emerging products, unless law requires a different treatment.

Limited exception
designated smoking areas exist only where legally required or institutionally approved; they are not social amenities and must be minimised.

No commercial promotion
University facilities, events, communication channels and procurement arrangements shall not be used to promote tobacco or nicotine products.

Accountability
managers, event organisers, vendors, contractors and residence staff are responsible for compliance within areas under their control.

Continuous improvement
monitoring evidence and changes in national law shall be used to progressively strengthen campus protections.

> **University units, student organizations, sports teams, conferences and events shall not accept tobacco-brand sponsorship or promotional support.**



02

CHAPTER 2

Smoke-Free Requirements

IN THIS CHAPTER

2.1 General prohibition

2.2 Areas that are always smoke-free and vape-free

2.3 Smoking breaks

2.4 Ashtrays and smoking accessories

2.5 Designated smoking rooms or areas

2.6 Approval and location

2.7 Minimum technical requirements where an indoor smoking room is used

2.8 Conduct within designated areas

2.9 Sales, promotion, sponsorship and commercial activity

2.10 Cessation and wellness support

2.1 General prohibition

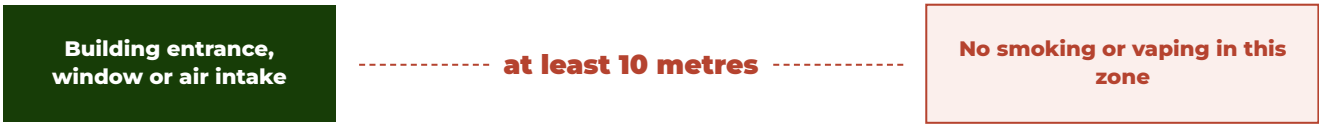
No person may smoke or vape on University premises except within a formally approved designated smoking room or area established under section 2.5 of this policy.

The prohibition applies whether the product contains tobacco, nicotine, cannabis, herbal material or no nicotine. Regulation of possession or use of controlled substances is governed separately by applicable law and University conduct rules.

2.2 Areas that are always smoke-free and vape-free

Notwithstanding any designated smoking area approved under this policy, smoking and vaping are prohibited at all times in the following areas:

- All indoor and enclosed areas, including lecture rooms, laboratories, libraries, offices, meeting rooms, corridors, stairwells, lifts, washrooms, clinics, workshops and stores.
- All partially enclosed areas, including covered verandas, balconies, walkways, covered seating areas and enclosed or partially enclosed parking areas.
- All student residences, including bedrooms, common rooms, kitchens, washrooms, corridors and balconies. No private residential room within University housing is exempt.
- All University vehicles and any vehicle used to transport students, employees or visitors on official University business where the University controls the transport arrangement.
- All areas where food or beverages are stored, prepared, handled, purchased, served or consumed, including outdoor dining areas.
- Within at least 10 metres of any building entrance or exit, operable window, ventilation intake, air-conditioning intake, or other opening through which smoke or aerosol may enter an occupied building.
- Sports grounds, gyms, swimming pools, recreation areas, medical treatment areas, childcare areas and areas routinely used by persons under 18 years.
- Outdoor areas during organised University events, including graduation, orientation, fairs, markets, performances, conferences, sports events and public ceremonies.
- Areas containing flammable materials, fuels, gases, chemicals, explosives or other fire and safety hazards.
- Any additional location declared smoke-free by the Vice-Chancellor, Registrar, Director of Health Services, Head of Occupational Safety and Health or Facilities Director following a documented health, safety or operational risk assessment.



2.3 Smoking breaks

Smoking or vaping does not create an entitlement to additional work or study breaks. Employees who smoke may use only authorized rest breaks and only in a designated smoking area. Line managers shall apply break rules consistently and without discrimination.

2.4 Ashtrays and smoking accessories

Ashtrays, cigarette bins and other smoking accessories shall not be placed in smoke-free areas. Where a designated smoking area exists, suitable fire-safe receptacles may be provided only within that area and shall carry any required health warnings.

2.5 Designated smoking rooms or areas

> **LEGAL COMPLIANCE REQUIREMENT**
>
> Sections 13-15 of Cap. 121 and Regulation 6 of the Tobacco Products Regulations, 2014 contain specific requirements relating to smoking rooms/areas. University Legal Services and the Occupational Safety and Health function must verify compliance and any required consultation before an area is established, relocated or materially altered.

2.6 Approval and location

Designated smoking rooms or areas may only be established with the formal approval of the University and shall be located, designed and maintained in accordance with the following requirements:

- No facilitator, department, residence, contractor, tenant or event organizer may independently create a smoking area.
- Each designated area requires written approval by the Registrar on the joint recommendation of Legal Services, University Health Services, Occupational Safety and Health, Facilities and Fire/Safety personnel.
- Any consultation with the Tobacco Products (Regulation) Committee or other competent authorities required by law shall be completed before use.
- The University shall keep the number of designated areas to the minimum reasonably necessary for legal compliance and campus management.
- Where an outdoor or detached designated area is legally acceptable, it is preferred over an indoor room. It should be located away from entrances, windows, ventilation intakes, food areas, residences, teaching areas, childcare areas, major pedestrian routes and flammable-material zones.
- An approved designated area should ordinarily be at least 10 metres from building entrances, exits, operable windows and ventilation or air-conditioning intakes, and may be placed farther away where smoke drifts or campus design warrants.

2.7 Minimum technical requirements where an indoor smoking room is used

Where Legal Services determines whether an indoor smoking room is necessary or lawful, the room shall satisfy the 2014 Regulations and any more stringent fire, building or occupational-health standard. At minimum, the University shall ensure that:

- The smoking room does not exceed 15% of the relevant total floor area where the statutory percentage applies.
- It is separated from the non-smoking area by a solid partition and entrance door and is clearly marked "SMOKING AREA/SEHEMU YA KUVUTIA TUMBAKU".
- Its ventilation exhausts smoke directly outside and does not recirculate smoke into other areas.
- Doors are fitted and managed so that opening time is minimized; extraction, window height or negative-pressure requirements in Regulation 6 are met.
- Ceiling height and other dimensional requirements in Regulation 6 are met.
- Required health messages, fire-fighting equipment and non-inflammable furnishings are provided.
- Facilities conduct documented inspection and maintenance of the ventilation and fire-safety controls at least quarterly, or more often where required.

2.8 Conduct within designated areas

Any smoking room or area formally designated and approved under this policy shall be used strictly for its intended purpose and in accordance with the following conditions:

- No person under 18 may enter or use a designated smoking area.
- Food and beverage service, teaching, meetings, employment duties and student activities shall not be conducted in a designated smoking area.
- No tobacco or nicotine product may be sold, sampled, advertised, promoted or displayed there.
- Users must extinguish and dispose of smoking waste safely in the receptacles provided.
- Designated areas remain subject to temporary closure for fire risk, maintenance, public-health emergencies, events or other safety reasons.
- The University may close, relocate or reduce any designated area following review, provided statutory requirements are satisfied.

2.9 Sales, promotion, sponsorship and commercial activity

Consistent with the Tobacco Products (Regulation) Act, 2003 (Cap. 121), the Tobacco Products Regulations, 2014, and the WHO Framework Convention on Tobacco Control, the following prohibitions and safeguards apply to sales, promotion, sponsorship and commercial activity on University-controlled premises:

- The sale of cigarettes, cigars, pipe tobacco, shisha products, e-cigarettes, vapes, heated tobacco products, nicotine liquids, smokeless tobacco and related products is prohibited on University premises, whether by shop, kiosk, vending machine, online collection point, temporary stall or informal sale.
- Free samples, coupons, discounts, branded gifts, competitions and promotional distribution are prohibited.

- Tobacco- or nicotine-product advertising, brand promotion, product placement and promotional sponsorship are prohibited on University premises, in University publications, websites and social-media channels, and at University-sponsored events.
- University units, student organizations, sports teams, conferences and events shall not accept tobacco-brand sponsorship or promotional support.
- Procurement and tenancy documents shall include clauses prohibiting on-campus sale, sampling, advertising and promotion of covered products.
- Academic discussion, research, teaching or publication about tobacco control, tobacco agriculture, nicotine science or related subjects is not advertising merely because a company or product name is referred to for legitimate academic purposes. Such use must not confer promotional rights or create misleading endorsement.

2.10 Cessation and wellness support

The University recognizes tobacco and nicotine dependence as a health issue and shall pair restrictions with practical support. University Health Services, Student Wellness and the employee wellness function shall establish or coordinate a cessation pathway that includes:

- Confidential brief assessment and counselling for students and employees who wish to stop smoking or vaping.
- Individual or group behavioral support, where resources permit.
- Referral to appropriate health-care providers for further assessment or treatment.
- Information on evidence-based cessation methods and relapse prevention.
- Clinical treatment or pharmacotherapy only where legally available, clinically appropriate and prescribed or supplied in accordance with Tanzanian law.
- Integration of cessation messages into orientation, occupational-health activities, residence wellness programmes and non-communicable disease prevention initiatives.
- Non-stigmatizing communication that supports quitting without shaming or discriminating against people who use tobacco or nicotine products.

2.11 Communication, signage and education

2.11.1 Signage

The University shall ensure that appropriate signage (Annex D) is displayed and maintained in accordance with the following requirements:

- No-smoking signs shall be conspicuously displayed at campus entrances, building entrances, reception points, residences, food areas, sports facilities, major pedestrian routes and other high-use locations.
- Statutory notices required by the 2014 Regulations shall be displayed in Kiswahili and English, with the required wording, visibility and placement.
- Designated smoking areas shall be clearly identified and shall display the required health messages.
- Where Regulation 7 applies, new public buildings shall have tobacco-smoke detection equipment installed before occupation and the prescribed entrance notice shall be displayed.
- Signage shall be maintained in legible condition and replaced promptly if damaged, obscured or removed.

2.11.2 Communication and education

The University shall ensure that this policy is communicated effectively and that education and awareness activities are carried out in accordance with the following requirements:

- The policy shall be provided or linked to in student admission and registration information, employee induction, residence rules, onboarding contractor tenancy agreements and event booking conditions.
- A minimum 90-day implementation and education period is recommended before full disciplinary enforcement of a newly adopted policy, except for conduct already prohibited by law or existing University rules.
- University Health Services and Communications shall conduct periodic awareness campaigns on second-hand smoke, vaping emissions, fire safety, cessation support and how to report non-compliance.
- Managers, residence staff, security personnel and event organizers shall receive practical implementation guidance, including how to give a respectful compliance instruction and when to escalate.

> KEY MESSAGE
>
> **The University recognizes tobacco and nicotine dependence as a health issue and shall pair restrictions with practical support.**



> **No person shall be victimized for making a good-faith report or for requesting protection from tobacco smoke or vaping emissions.**



03

CHAPTER 3

Compliance, Reporting and Enforcement

IN THIS CHAPTER

3.1 Reasonable compliance steps

3.2 Reporting

3.3 Enforcement by category

3.4 Roles and responsibilities

3.1 Reasonable compliance steps

Consistent with Regulation 8 of the Tobacco Products Regulations, 2014, authorized University personnel shall take reasonable steps to secure compliance. Depending on the circumstances, those steps include:

1. Informing the person that smoking or vaping is prohibited in that location and directing them to stop immediately.
2. Directing a person who continues after warning to leave the prohibited area or, where appropriate, the University premises.
3. Referring an employee or student for action under the applicable disciplinary procedure where conduct is repeated, deliberate or serious.
4. Applying contractual remedies to contractors, vendors, tenants or service providers that fail to comply.
5. Seeking assistance from Campus Security and, where necessary and lawful, a competent regulator or law-enforcement authority.

3.2 Reporting

The University shall maintain accessible and confidential channels for reporting non-compliance, in accordance with the following requirements:

- Any member of the University community may report repeated or serious non-compliance through the designated health-and-safety reporting channel, security desk, residence management or line management.
- Reports should identify the location, date/time and nature of the incident; anonymous reporting may be accepted where the University system permits it.
- Reports shall be handled proportionately and confidentially. Personal data shall be shared only with persons who need it for investigation, safety, disciplinary or legal purposes.
- No person shall be victimized for making a good-faith report or for requesting protection from tobacco smoke or vaping emissions.

3.3 Enforcement by category

Non-compliance with this policy shall be addressed proportionately, according to the status of the person or entity involved, as follows:

Employees
corrective or disciplinary action in accordance with staff rules and procedures; repeated violations may be treated as failure to comply with a lawful health-and-safety instruction.

Students
action under the student code, residence rules or disciplinary procedures, with education or referral to cessation support where appropriate.

Contractors, vendors and tenants
warning, corrective action notice, suspension of work or trading, contract remedies, or termination for serious or repeated breach, in accordance with the contract.

Visitors and spectators
request to stop, direction to a designated area where applicable, removal from the premises for continued breach, and restriction of future access in serious or repeated cases.

University units and event organizers
corrective action plans and accountability through the relevant manager, Registrar or event-approval authority.

NOTE

The University does not create statutory criminal fines through this policy. Any fine or criminal consequence arises only under applicable Tanzanian law and is administered by the competent authority.

3.4 Roles and responsibilities

The successful implementation of this policy depends on clear accountability across all levels of the University. The following roles and responsibilities are hereby established:

University Council
Approve the policy; receive assurance on compliance; approve major policy amendments.

Vice-Chancellor
Executive accountability; ensure adequate institutional support and cross-unit implementation.

Office of the Deputy Vice Chancellor (Planning, Finance & Administration) / Policy Owner
Coordinate implementation, interpretation, publication, review and formal notices; approve designated areas on technical advice.

University Health Services
Lead health education, cessation support, exposure-risk advice and health monitoring.

SUA Risk Management Coordinator
Integrate tobacco-smoke exposure into OHS risk assessment, inspections, incident review and staff training.

Facilities / Estates
Install and maintain signage, smoke detection where required, ventilation and fire-safety controls; maintain maps of designated areas; remove unauthorized ashtrays.

Campus Security
Support respectful enforcement, record serious incidents, remove persistent violators where authorised and liaise with authorities where necessary.

Human Resources
Integrate requirements into induction, staff rules and disciplinary processes; support employee cessation referral.

Dean of Students / Student Affairs / Residence Management

Communicate rules to students, implement residence requirements, support student wellness and disciplinary processes.

Procurement, Legal Services and Contract Managers

Insert compliance clauses into contracts, leases and event agreements; verify legal requirements; manage contractor/vendor remedies.

Communications Office

Coordinate awareness campaigns and ensure consistent bilingual messaging.

Heads of units and line managers

Ensure compliance in areas under their control; respond to reports; model compliance.

Event organizers

Include smoke-free conditions in event plans, brief vendors/security and monitor the event footprint.

All campus users

Comply with the policy, follow lawful instructions, avoid exposing others and report serious or repeated breaches through appropriate channels.

KEY MESSAGE

The successful implementation of this policy depends on clear accountability across all levels of the University.



> The Policy Owner shall coordinate an annual compliance report to University management and the relevant Council committee.



04

CHAPTER 4

Implementation Monitoring, Evaluation and Reporting

IN THIS CHAPTER

4.1 Implementation

4.2 Monitoring, evaluation and reporting

4.3 Review and amendment

4.4 Related university instruments

4.1 Implementation

Implementation (Annex A) shall be managed as a planned change programme. The recommended transition is 90 days from Council approval to full institutional enforcement (Annex B), while continuing to enforce any requirements already imposed by law or existing University rules. The following implementation steps shall be undertaken:

1. Publish the approved policy and issue a Deputy Vice Chancellor (Planning, Finance & Administration) implementation notice.
2. Map all existing smoking locations; immediately close unauthorized locations; conduct legal and OHS review of any area proposed for continued designation.
3. Consult the competent statutory committee or authority where required before establishing a designated smoking area.
4. Install, update or standardize bilingual signage and building notices; verify smoke-detector requirements for new public buildings.
5. Remove smoking accessories from prohibited areas and provide safe waste receptacles only in approved designated areas.
6. Amend vendor, contractor, tenancy, residence and event terms to incorporate this policy.
7. Establish and publicize cessation-support pathways for students and employees.
8. Train Security, residence staff, supervisors, facilities personnel and event organisers.
9. Conduct a baseline compliance audit and, where feasible, a confidential baseline survey of tobacco/vaping use and second-hand smoke exposure.

4.2 Monitoring, evaluation and reporting

The Policy Owner shall coordinate an annual compliance report to University management and the relevant Council committee. Monitoring (Annex C) shall focus on implementation quality, exposure reduction, repeated problem locations and access to cessation support rather than solely on disciplinary counts. Monitoring and evaluation shall cover, at a minimum, the following indicators:

- Facilities inspection of required signs, entrances, ventilation, designated areas and smoke-detection requirements.
- Number and location of reported smoking/vaping incidents and repeat hotspots.
- Number of contractors, vendors, event or residence non-compliance incidents.
- Participation in cessation counselling or referral services, reported only in aggregate.
- Periodic anonymous student and staff surveys on tobacco/vaping use, second-hand smoke exposure and awareness of the policy.
- Compliance with restrictions on sales, sampling, promotion, sponsorship and advertising.
- Annual review of whether any designated area can be reduced, relocated or removed while maintaining legal compliance.

- Actions taken in response to changes in legislation, regulation, Ministry policy, TMDA direction or WHO FCTC implementation guidance.

4.3 Review and amendment

This policy shall be formally reviewed every three years. An earlier review is mandatory when:

⚠ Tanzania enacts or commences new tobacco, nicotine, vaping, public-health or occupational-health legislation or regulations;

⚠ The Ministry of Health issues a new National Health Policy or a binding tobacco-control directive;

⚠ TMDA, OSHA or another competent authority issues a relevant regulatory notice or enforcement direction;

⚠ University monitoring identifies material implementation failure, significant exposure risk or a need to change designated areas;

⚠ New evidence or emerging products materially affect the effectiveness of the current policy.

If the legal framework permits a fully smoke-free university without designated smoking rooms or areas, the University should promptly assess transition to a 100% tobacco- and nicotine-free campus consistent with WHO FCTC Article 8 guidance.

4.4 Related university instruments

Once adopted, this policy should be read together with and, where necessary, incorporated into the following institutional documents:

- Occupational Health and Safety Policy and risk-assessment procedures
- Student Code of Conduct and disciplinary procedures
- Staff Code of Conduct and disciplinary procedures
- Residence rules and accommodation agreements
- Procurement Policy and standard vendor/contractor clauses
- Event management and venue-hire procedures
- Fire Safety and Emergency Management procedures
- Research Ethics and Conflict-of-Interest policies
- University vehicle and transport rules
- Student and Employee Wellness policies or programmes

REFERENCES

Legal and Benchmark References

1. United Republic of Tanzania. Tobacco Products (Regulation) Act, 2003 (Act No. 2 of 2003; Cap. 121). https://tanzlii.org/en/akn/tz/act/2003/2/eng@2023-12-31
2. United Republic of Tanzania. Tobacco Products Regulations, 2014, Government Notice No. 478 of 2014. https://www.tmda.go.tz/uploads/1672226875-Tanzania-Tobacco-Products-Regs-2014-national%20(1).pdf
3. Tanzania Medicines and Medical Devices Authority (TMDA). Tobacco Smoking in Public Places. https://tmda.go.tz/announcements/tobacco-smoking-in-public-places
4. United Republic of Tanzania. Occupational Health and Safety Act, 2003 (Act No. 5 of 2003), including sections 95–96. https://www.parliament.go.tz/polis/uploads/bills/acts/1454071183-ActNo-5-2003.pdf
5. Occupational Safety and Health Authority (OSHA). Laws and Regulations; notes the Occupational Health and Safety Act, 2003 and National Occupational Health and Safety Policy, 2010 as guiding instruments. https://www.osha.go.tz/
6. United Republic of Tanzania. Public Health Act, 2009 (Act No. 1 of 2009). https://elibrary.osg.go.tz/items/362da2a3-c47c-42fb-9bbd-2858fa903962
7. Ministry of Health, Tanzania. National Health Policy (Sera ya Afya), 2007. https://hssrc.tamisemi.go.tz/hssrc/storage/app/uploads/public/5ac/f1c/e8a/5acf1ce8a80ef622965601.pdf
8. Ministry of Health, Tanzania. 14 August 2026 update on review of the National Health Policy 2007. https://moh.go.tz/en/news-single/sera-na-sheria-za-afya-kuimarisha-mfumo-wa-kusimamia-ubora-wa-huduma
9. WHO Framework Convention on Tobacco Control. United Republic of Tanzania country page: ratification 30 April 2007; entry into force 29 July 2007. https://fctc.who.int/who-fctc/overview/parties
10. WHO FCTC. Guidelines for implementation of Article 8: Protection from exposure to tobacco smoke. https://fctc.who.int/publications/m/item/protection-from-exposure-to-tobacco-smoke
11. World Health Organization. Tobacco 2025: United Republic of Tanzania country profile. https://www.who.int/publications/i/item/9789240107226
12. University of Cape Town. UCT Smoking Policy, June 2017. https://www.news.uct.ac.za/images/userfiles/files/media/email/FinalUCTSmokingPolicy0_1_3.pdf
13. University of the Western Cape. Smoking Policy, amended 29 March 2024. https://www.uwc.ac.za/files/files/Reslife-Booklet-2015-2.pdf
14. University of Pretoria. Smoking, Alcohol and Substance Abuse Policy. https://www.up.ac.za/media/shared/1/ZP_Files/rt213_21-smoking-alchohol-and-substance-abuse-policy.zp204884.pdf

KEY MESSAGE

This policy applies to all persons and all University-controlled settings, regardless of whether a person is a smoker, vaper or non-user.

Annex A. Implementation schedule

Days 0–30	Days 31–60	Days 61–90	From Day 91	At 12 months
PRIORITY ACTIONS Publish policy; appoint implementation team; legal review; map smoking locations; begin awareness campaign. **LEAD** DVC PFA / Legal / Health / OHS **EVIDENCE OF COMPLETION** Implementation notice; map; legal memo; communication materials	**PRIORITY ACTIONS** Approve/close designated areas; verify statutory consultation; install priority signage; update contracts and residence rules. **LEAD** Facilities / Legal / Procurement / Student Affairs **EVIDENCE OF COMPLETION** Approved area register; signage audit; revised clauses	**PRIORITY ACTIONS** Complete signage; train staff; launch cessation support; test reporting pathway; remove unauthorized ashtrays. **LEAD** Health / HR / Security / Facilities **EVIDENCE OF COMPLETION** Training records; cessation pathway; reporting channel; inspection checklist	**PRIORITY ACTIONS** Full institutional enforcement; monthly hotspot review during first six months. **LEAD** All responsible units **EVIDENCE OF COMPLETION** Incident log; corrective actions; monthly review minutes	**PRIORITY ACTIONS** Annual compliance audit and report; review necessity/location of every designated smoking area. **LEAD** Policy Owner / OHS Committee **EVIDENCE OF COMPLETION** Annual report; area review decision

Annex B. Enforcement matrix

SITUATION	IMMEDIATE RESPONSE	ESCALATION	RESPONSIBLE FUNCTION
First observed breach in a prohibited area	Respectful instruction to stop and, where applicable, direction to approved area.	Record only if local procedure requires or if risk is significant.	**Any trained staff member; Security if needed**
Person refuses to stop	Repeat instruction; request person to leave prohibited area.	Security intervention; disciplinary/contractual referral where applicable.	**Security / manager / residence staff**
Repeated employee breach	Document incident and remind of policy.	HR corrective/disciplinary process.	**Line manager / HR**
Repeated student breach	Document incident; offer health/wellness information.	Student disciplinary or residence process.	**Student Affairs / Residence / Registrar**

Contractor/vendor breach	Stop activity; notify contract representative.	Corrective action notice, suspension or contractual remedy.	**Contract manager / Procurement / Legal**
Visitor/spectator breach	Request compliance or departure.	Removal; possible future access restriction for serious/repeat cases.	**Security / Event organiser**
Smoking in high fire-risk area	Immediate cessation and safety response.	Security/fire response; disciplinary/contractual action; regulatory referral if appropriate.	**Facilities / Security / OHS**
Unauthorized tobacco sales or promotion	Stop activity and secure evidence where lawful.	Vendor/contract action; Legal/regulatory referral.	**Security / Procurement / Legal**

APPENDICES AND ANNEXES

Annex C. Monitoring indicators

INDICATOR	MEASURE	FREQUENCY	OWNER
Signage compliance	% of sampled required locations with correct, legible signs	Annual or biennial	Facilities / OHS
Designated-area compliance	% of designated areas meeting legal, ventilation, fire and location requirements	Annual or biennial	Facilities / Legal / OHS
Incident hotspots	Number of complaints/incidents by location and repeat status	Quarterly	Security / Policy Owner
Residence compliance	Smoking/vaping incidents per residence and corrective actions	Annual or biennial	Student Affairs / Residences
Commercial compliance	Number of sales, sampling, advertising or sponsorship breaches	Annual or biennial	Procurement / Legal
Cessation uptake	Number of students/employees receiving counselling or referral (aggregate only)	Semester/annual	Health / Wellness
Awareness	% of surveyed campus users aware of key policy requirements and reporting channel	Annual or biennial	Health / Communications
Exposure	% of surveyed campus users reporting second-hand smoke exposure on campus	Annual or biennial	Health / OHS

INDICATOR	MEASURE	FREQUENCY	OWNER
Policy review trigger	Number and significance of legal/regulatory changes affecting the policy	Continuous; report annually	Legal Services

APPENDICES AND ANNEXES

Annex D. Signage requirements

Facilities and Legal Services shall verify the current statutory wording and layout before production. At the time this model was prepared, the 2014 Regulations included the following bilingual messages and placement requirements:

NO SMOKING

HAIRUHUSIWI KUVUTA SIGARA

in prohibited areas as required by the Act.

SMOKING AREA

SEHEMU YA KUVUTIA TUMBAKU

at a permitted smoking area.

THIS IS A NON-SMOKING AREA

ENEO HILI SI LA UVUTAJI WA TUMBAKU

for non-smoking areas, together with the prescribed offence warning where required.

THIS BUILDING IS INSTALLED WITH A SMOKE DETECTOR

JENGO HILI LIMEFUNGWA MTAMBO WA KUBAINI MOSHI WA TUMBAKU

where Regulation 7 applies.

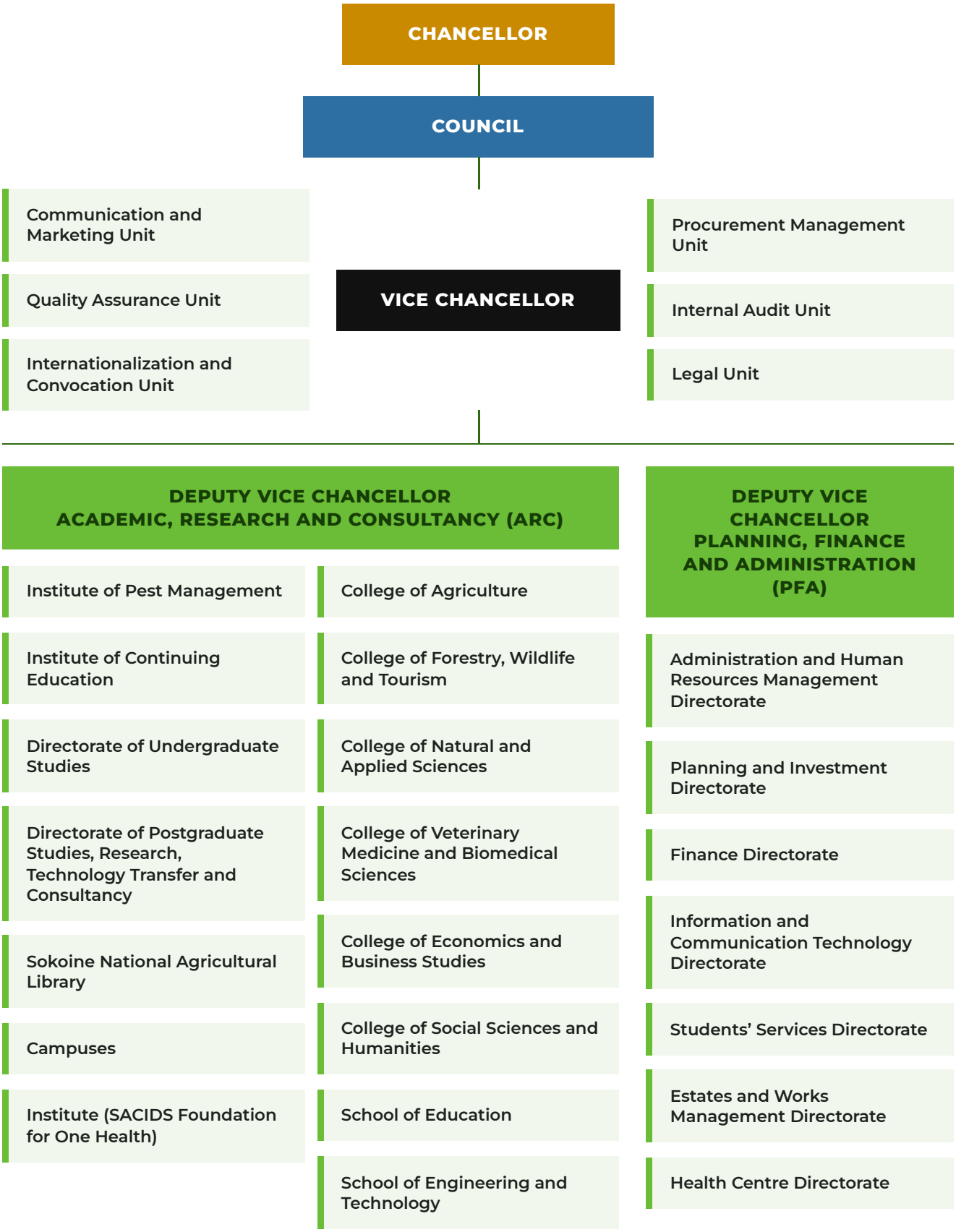
Notices showing permitted or prohibited areas should be displayed conspicuously, including at entrances or reception areas, and comply with statutory size, contrast and bilingual requirements.

RECOMMENDED INSTITUTIONAL SIGN



SMOKE-FREE / ENEO LISILO NA MOSHI No smoking or vaping. Use only a formally designated smoking area, where one exists. For cessation support: University Health Services. | To report repeated non-compliance: [contact / QR code].

Appendix 1: Approved SUA Organization Structure



SOKOINE UNIVERSITY OF AGRICULTURE

Smoke-Free and Tobacco-Control Policy

P.O. Box 3000, Morogoro, Tanzania · www.sua.ac.tz

ARDHI NI HAZINA