

<b>TYPE:</b>	Administrative
<b>TITLE:</b>	Smoke Free Campus and Enforcement
<b>NO.:</b>	ADMIN-270
<b>RESPONSIBILITY:</b>	Chief Administrative Officer/Vice-President, Student Affairs
<b>APPROVED BY:</b>	Durham College Leadership Team
<b>EFFECTIVE DATE:</b>	October 2018
<b>REVISED DATE(S):</b>	February 2019
<b>REVIEW DATE:</b>	January 2021

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## 1. Introduction

Durham College is committed to advancing health and well-being through ensuring a safe teaching, learning and working environment. Promoting a healthy and safe environment is integral to the personal, professional and academic growth of students, faculty, staff and visitors. Durham's commitment extends to the health and wellbeing of its students, staff and faculty, and the communities we serve.

This policy applies to all members of the campus community including students, employees, volunteers, visitors and contractors.

## 2. Purpose

The primary purpose of this policy is to enable the overall health and well-being of all members of the College and campus community.

This policy also serves to:

- a) Confirm Durham's commitment to a healthy and safe environment;
- b) Diminish exposure to smoke (tobacco, cannabis or other) and promote health and safety by prohibiting smoking on College premises, including in vehicles;
- c) Acknowledge that some traditional spiritual or cultural ceremonies involve the use of ceremonial tobacco;
- d) Increase awareness of the detrimental impact of smoking products have on health and well-being;
- e) Establish the responsibility of roles for compliance and enforcement of this policy.

## 3. Definitions

Refer to [Durham College's Standard Definitions](#).

#### **4. Policy statements**

- 4.1. Smoking and/or vaping of any type, including and the use of tobacco, cannabis products and shishais is prohibited on all leased and owned college property, including in personal vehicles while on college property. Smoking tobacco and/or cannabis products is prohibited in College owned vehicles at all times, on or off college property, in accordance with the *Smoke-Free Ontario Act*.
- 4.2. Durham College recognizes the unique relationship that many Indigenous cultures have the traditional and sacred medicines such as tobacco, sweet grass, sage, cedar among others as provided under the *Smoke Free Ontario Act*. The use of these products for traditional or spiritual ceremonies are guided under policy EMPL-321.
- 4.3. Individuals smoking in areas surrounding college property are expected to avoid littering, and to respect municipal by-laws and provincial legislation. Individuals are asked to be considerate of neighbouring residents, businesses and institutions.
- 4.4. This policy will be interpreted in accordance with the Ontario Human Rights Code, as amended from time to time. Employees/students may seek accommodation under the applicable college policies which include ADMIN-225, 'Accommodations for Students with Disabilities' or EMPL-320, 'Medical Leave, Return to Work and Accommodations'.

#### **5. Procedure**

This section is not applicable.

#### **6. Roles and responsibilities**

Reasonable care and diligence shall be exercised to prevent contravention of the laws of Ontario and this policy. The College has identified roles and responsibilities as follows:

- 6.1. The Associate Vice-President, Human Resources and the Director, Campus Safety are responsible for the day-to-day implementation of this policy.
- 6.2. Managers will ensure their employees are notified of the policy, and will take appropriate administrative action for non-compliance.
- 6.3. The Office of Insurance and Risk Management will ensure that all contracts for third-party work on college property clearly state the college is smoke free;
- 6.4. All college community members are responsible to be in compliance with this policy, and are encouraged to communicate the policy requirements to other community members.

- 6.5. Facilities will post and maintain appropriate signs throughout the property. Requests for additional signage will be considered and addressed as appropriate.
- 6.6. Through Security Services, Campus Safety will monitor and ensure compliance with this policy, and report infractions.
- 6.7. Human Resources will address accommodations requests from college employees.
- 6.8. The Access and Support Centre will address accommodation requests from students.

## **7. Accessibility for Ontarians with Disabilities Act considerations**

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

## **8. Non-compliance implications**

- 8.1. All individuals, whether they be students, employees or visitors, who are in violation of this policy are required to provide a valid and accurate student or government issued identification on request from Durham College Security.
- 8.2. Non-compliance with this policy will follow progressive protocols that include educations, warnings, fines and disciplinary actions in accordance with existing student or employee disciplinary procedures, as applicable.

## **9. Communications plan**

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

## **10. Related forms, legislation or external resources**

- Smoke Free Ontario Act
- Cannabis Act
- Ontario Human Rights Code
- Occupational Health and Safety Act