

Non-smoking Procedure

Version	Version Date	Description of Changes
09	October 11, 2018	Initial Release – Additions or changes in the body of the document should always be in red from one version to the next
Prepared: Roman Calvano, Director, Campus Safety Services X_____		Approved: <insert name>, <insert title> X_____

1.0 Purpose

To provide the Georgian College community and campus visitors with a healthy environment in which to work and learn that reflects the realities of today's health concerns.

2.0 Scope

This procedure applies to all employees, students, contractors, guests and visitors at all Georgian College locations in Ontario (with the exception of the student residences, designated outdoor dining patios and Indigenous Services, all of which have their own policies) in compliance with provincial legislation.

This procedure applies to the smoking or chewing of tobacco products only.

Vaping or the use of e-cigarettes that contain any substance including tobacco is strictly prohibited; and, the smoking, use, consumption of any recreational cannabis on or in any property or vehicle owned, operated, leased or controlled by Georgian College is strictly prohibited (please refer to the Cannabis Procedure HS-124). Sanctions relating to the use, consumption, storage or unlawful possession of recreation cannabis will be addressed pursuant to the Cannabis Procedure and/or applicable federal, provincial or municipal regulations as appropriate under the circumstances.

Note: Georgian College will move to become a Smoking-Free institution on May 6, 2019. A new Smoking-Free procedure will replace this procedure and will relate to all forms of tobacco consumption including smoking, vaping and chewing of tobacco products on any property or vehicle, operated, leased, rented or otherwise controlled by Georgian College. This procedure will apply to all persons while on or in college property as stipulated above. This procedure remains in effect until then.

3.0 Responsibility

Medical evidence confirms that second-hand smoke is a health hazard. Provincial legislation has been enacted to strictly regulate smoking in the workplace. As an educational institution, Georgian College has both a moral and a legal responsibility to provide a safe and healthy environment in which to work and learn. In addition to enforcing a non-smoking procedure, the college will assist students and staff who wish to stop smoking by providing information, support and access to cessation programs.

4.0 Process

Staff, students and visitors are expected to:

1. Comply with provincial legislation and local by-laws concerning smoking which do not permit smoking in any college building or college owned vehicle.
2. Comply with signage that indicates smoking is NOT allowed at any entrance to college buildings.
3. Smoke only in the designated areas on each college campus. The designated areas are clearly marked and include gazebos and open areas that are appropriately signed. Smoking in personal vehicles that are parked on the campus is also prohibited. (See appendix A for maps of designated areas on campus).
4. Use the appropriate cigarette ash and butt receptacles located in designated areas.

5.0 Sanctions

Staff, students and visitors are required to comply with this procedure. Campus Security will take the following action with individuals who violate this procedure:

1. Inform the violator of the College policy and issue a fine of \$50 at their discretion.
2. A repeat offender will be issued a fine of \$100 and advised that further incidents will lead to the following action:
 - a. Student – sanctions under the Student Code of Conduct;
 - b. Staff member – may be escalated to Human Resources or addressed through the Employee Code of Conduct;
 - c. Contractor – reported to Campus Safety Services and may result in a formal trespass notice;
 - d. Visitor – reported to Campus Safety Services and may result in a formal trespass notice.

6.0 Resources

The legislative basis for this procedure can be found in provincial legislation and in local municipal and city by-laws. The provincial legislation is the Smoke-Free Ontario Act, effective May 31, 2006. The Act can be found on-line at: <https://www.ontario.ca/laws/statute/94t10>.

If new legislation or by-laws result in a higher standard of conduct prior to this procedure being updated, the new legislation and/or by-laws will take precedence. In addition, college administrators who have managerial or supervisory responsibilities are expected to assist Campus Security with the enforcement of the non-smoking procedure (for example, by calling Security or asking smokers to move to a designated smoking area).