

HS-125 Smoking-Free Procedure

Version	Version Date	Description of Changes
02	December 4, 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

Georgian College recognizes the health hazard associated with smoking and second hand smoke exposure. This procedure has been developed to provide the Georgian College community and campus visitors with a healthy environment in which to work and learn that reflects Georgian College values and the realities of today's health concerns.

2.0 Scope

In compliance with provincial legislation, The Smoking-Free procedure applies to all staff, students, contractors, and visitors at all Georgian College locations in Ontario, with the exception of the student residences owned and operated by Campus Living Centres and the Indigenous Services Department as both of which have their own policies or procedures. The Smoking-Free Procedure will come into effect on May 6th 2019 and will replace HS-125 Non-Smoking Procedure.

3.0 Definitions

College Community	All staff, students, employees, contractors and visitors to the College.
Visitors	All persons who are not current staff, students, or contractors and could include alumni, community members and guests.
College Property	All buildings and property owned or leased by the College.
Smoking	For the purpose of this policy, smoking includes the burning, inhaling, exhaling, or vaping of any product or use of any device including but not limited to cigarettes, electronic cigarettes, or vaporizers and includes the use of chewing tobacco.

4.0 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 an ethical and a legal responsibility to provide a safe and healthy environment in which to work and learn. In addition to implementing a Smoking-Free procedure, the college will assist students and staff who wish to stop smoking by providing information, support and resources to access cessation programs.

5.0 Process

Staff, students, contractors and visitors are expected to:

1. Comply with provincial legislation and local by-laws concerning smoking
2. Strictly refrain from the burning, exhaling, inhaling and vaping of all tobacco products:
 - in all College leased or owned buildings
 - on owned or leased College property on College owned or leased property

Exceptions: The *Smoke-Free Ontario Act* which came into effect on May 31, 2006 provides that an Indigenous person has the right to use tobacco if it is being used for traditional cultural or spiritual purposes. Georgian College acknowledges the traditional burning of substances that form an important part of Indigenous culture and heritage, and so are excluded from this procedure. For addition information, please refer to the Georgian College Smudging and Pipe Ceremonies Protocol.

6.0 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 the discretion of Campus Security.
2. A repeat offender will be issued a fine of \$100 and advised that further incidents will lead to the following action:
 - a. Student – student violations will be addressed under the Student Code of Conduct;
 - b. Staff member – staff violations will be addressed through the Employee Code of Conduct and pursuant to this, the following steps will be taken;
 - i. First Offence – written warning
 - ii. Second Offence – three day suspension without pay or voluntary participation in a smoking cessation program and final warning
 - iii. Third Offence – termination of employment
 - c. Contractor – contractor violations must be reported to Campus Security and may result in a formal trespass notice;
 - d. Visitor – visitor violations must be reported to Campus Security and may result in a formal trespass notice.

Campus Security will inform managers of employee violations within 24 hours of the occurrence.

Managers who are informed or identify that a direct report has violated this policy will contact Human Resources. The Manager will arrange to meet with the employee to present the written warning and to discuss the consequences of further transgressions.

Manager Responsibilities

- i. First Offence – Inform Human Resources of offence and present written warning to employee
- ii. Second Offence – Inform Human Resources, advise employee of three day suspension without pay or voluntary participation in a smoking cessation program, and present final notice
- iii. Third Offence – Inform Human Resources

Human Resources Responsibilities

- i. First Offence – Provide written warning template to the manager and maintain a copy of the signed written warning in employee record
- ii. Second Offence – Meet with employee and manager to advise employee of three day suspension without pay or voluntary participation in a smoking cessation program. Maintain a record of signed final notice in employee record.
- iii. Third Offence – Process termination of employee

7.0 Smoking Cessation Programs

Georgian College supports the health and well-being of our staff, students, and community members. For information about available resources, please visit GeorgianCollege.ca/smokingfree.

8.0 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 online 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 advising smokers that smoking is prohibited on College property).

If you require further information, please contact Campus Safety Services located at the Barrie Campus room B125, via telephone at extension 6111, or via email CampusSafetyServices@GeorgianCollege.ca.