

 <p>Confederation COLLEGE COLLEGE POLICY</p>	Number: 4-4-13	# of Pages: 4
	Originator:	Facilities Services
	Approved By:	College Planning Committee
	Replaces:	96-11-12 (Smoking & No Smoking Areas)
	Effective Date:	05-05-26
TOBACCO USE POLICY		

1. OBJECTIVE

- 1.1 Confederation College, in recognition of the issues of concern with tobacco use, will promote the health and well-being of all students and employees through a policy that restricts the use of tobacco on campus.
- 1.2 The College will comply with all prevailing legislation, including the Tobacco Control Act, the Smoking in the Workplace Act; and, at the Thunder Bay campus, the City of Thunder Bay By-law 34-2004: By-law to Prohibit the Smoking of Tobacco in Public Places and in Work Places, in the City of Thunder Bay.
- 1.3 The College will comply with all tobacco use rules established by the owners of facilities that are rented or leased by the College.

2. APPLICATION

- 2.1 Confederation College will provide a tobacco-free learning and work environment for all members of the College community.
- 2.2 This policy applies to all members of the College community, including contractors; volunteers; individuals and organizations who rent, lease or use College facilities; and to members of the public who visit the campus.
- 2.2 Designated outdoor smoking areas will be established at all campuses, where they are permitted by legislation. Designated outdoor smoking areas will be located at least 3 meters away from external doorways to buildings, and will be situated such that smokers using the areas do not interfere with individuals entering or exiting the building. Designated outdoor smoking areas will not be located in canopied or protected areas.

Designated outdoor smoking areas will have sufficient ashtrays and garbage cans to accommodate the volume of smokers using the areas.
- 2.3 At the Thunder Bay campus, smoking will be permitted only within the following designated outdoor smoking areas:

Shuniah Building: southwest of the building, adjacent to the sunken area by the C-Wing; southeast of the building; and adjacent to the Powerhouse, east of the Balmoral entrance.

McIntyre Building: southwest of the building.

Dorion Building: east of the building.

Sibley Hall: on the "island", south of the main entrance.

ACE: north of the building.

At area campuses, where permitted, the Area Manager will designate an outdoor smoking area that conforms to the criteria outlined in 2.2.

- 2.4 Smokers are required to use ashtrays for all smoking materials, and garbage cans for food and beverage waste.
- 2.5 The use of smokeless tobacco, including both snuff and chew, is not permitted within any College building, or vehicle.
- 2.6 Nothing in this policy precludes the use of tobacco as part of, and in connection with, traditional Aboriginal cultural and spiritual purposes.

3. RESPONSIBILITIES

- 3.1 On a day-to-day basis, all members of the College community are encouraged to take an active part in ensuring compliance with this policy. On observing individuals who are not in compliance, members of the College community may politely and respectfully request that the individual refrain from further violation of the policy.
- 3.2 Academic and administrative managers are responsible for policy adherence in the areas under their supervision.
- 3.3 At the Thunder Bay campus, Facilities Services is responsible for maintaining signage and designated outdoor smoking areas; for advertising and promoting this policy; for monitoring and enforcement of this policy; and for coordinating the Tobacco Use Committee.
- 3.4 At the Regional Campuses, Area Managers are responsible for maintaining signage and designated smoking areas; for advertising and promoting this policy at their sites; and for monitoring and enforcement of this policy.
- 3.5 A Tobacco Use Committee will be established to monitor compliance with this policy, and to make recommendations to Facilities Services for changes to this policy. The Committee will have membership from all employee groups and from students. The Committee will be chaired by the Manager, Health, Safety and Security. The Committee will meet at least once per semester.

4. ENFORCEMENT & PENALTIES

4.1 At the Thunder Bay campus, Facilities Services staff will issue Smoking Violation Forms to any individual observed to be in violation of this policy. At the area campuses, Area Managers will issue Smoking Violation Forms.

4.2 The following penalties will apply to offences under this policy:

For a first offence, a written notification of the violation will be sent to the individual, with a copy sent to the student's Program Coordinator, or the employee's Supervisor.

For a second offence, a written notification of the violation, together with a \$25 fine, will be sent to the individual, with a copy sent to the student's Program Coordinator, or the employee's Supervisor. The Program Coordinator will be asked to follow-up with the student, per the Student Code of Conduct; the Supervisor will be asked to follow-up with the employee, per the Workplace Discipline policy.

For a third offence, a written notification of the violation, together with a \$50 fine, will be sent to the individual, with a copy sent to the student's Program Coordinator, or to the employee's Supervisor. The Program Coordinator will be asked to follow-up with the student, per the Student Code of Conduct; the Supervisor will be asked to follow-up with the employee, per the Workplace Discipline policy.

For a fourth (or subsequent) offence, a written notification of the violation, together with a \$100 fine, will be sent to the individual, with a copy sent to the student's Program Coordinator and to the Dean, or to the employee's Supervisor and Human Resources Services. The Program Coordinator and Dean will be asked to follow-up with the student, per the Student Code of Conduct; the Supervisor and Human Resources Services will be asked to follow-up with the employee, per the Workplace Discipline policy.

4.3 Fines must be paid within ten business days of the date on which the violation was issued. Encumbrances will be placed on student and staff accounts, through Financial Services, should the fine not be paid within the specified time frame.

4.4 Nothing in this policy precludes the issuance of tickets by the Ministry of Labour (in the case of the Smoking in the Workplace Act), the Thunder Bay District Health Unit (in the case of the Tobacco Control Act), or the City of Thunder Bay (in the case of By-law 34-2004) for offences under their respective pieces of legislation.

5. ADVERTISING / PROMOTION

5.1 Signs will be posted at all public entrances to all College buildings, indicating that smoking is permitted only in designated outdoor smoking areas, and that penalties apply, per the College policy, for offences under the policy.

5.2 Plainly visible signs, as prescribed in section 3.01 and 3.02 of By-law 34-2004, will be posted at every entrance to every building at the Thunder Bay campus.

5.3 All designated smoking areas will be signed to indicate that smoking is only permitted within the designated area, and that penalties apply, per the College policy, for offences under the policy.

- 5.4 College and student publications, including the College website, will refer to this policy.
- 5.5 Notice cards, highlighting the contents of this policy, will be placed at the Shuniah Building (Admissions and Registration, the Switchboard, Student Success, Administration, and Facilities Services); the main offices of the Dorion Building, McIntyre Building, Forestry Centre, and Aviation Centre of Excellence; the front desks of the Fitness Centre and Sibley Hall Residence; and, at all Regional campuses.
- 5.6 A campaign, running from mid-August to the end of September, and from the beginning of January to the end of February, will be developed annually to promote awareness of, and compliance with, this policy.

6. AUTHORITY

- 6.1 The Manager, Health, Safety and Security, in conjunction with the Tobacco Use Committee, will review this policy annually, and will make recommendations in this regard to the College Planning Committee.