



Policy:	<b>SMOKE AND TOBACCO FREE CAMPUS POLICY</b>
Issue Date:	June 2019
Next Review Date:	June 2020
Approved By:	Vice President, Finance and Administration

## PURPOSE

This policy shall confirm the commitment of Huron University College (“Huron”) to the health and safety of all community members. This policy is part of that commitment. As a smoke and tobacco free campus, Huron is a community that promotes health and wellness and ensures faculty, staff, students and visitors are not exposed to second-hand smoke. In addition, that faculty, staff and students that have a desire to quit, are connected with the appropriate resources to assist and promote their success.

## POLICY

In the interest of promoting a healthy and safe campus environment for all to enjoy, effective **July 1, 2019** Huron has adopted a smoke and tobacco free campus policy in support of the [Smoke-Free Ontario Act, 2017](#).

**Smoking, or the use of any tobacco or cannabis products, including e-cigarettes, is strictly prohibited anywhere on Huron’s campus.** Specifically, this includes smoking or the use of any tobacco or cannabis products, including e-cigarettes, inside any Huron owned or leased building (in accordance with the *Smoke-Free Ontario Act, 2017*); all outdoor public spaces on Huron’s campus and in any Huron owned vehicle or in any vehicle while on Huron campus. Specifically, this also is to include smoking in personal vehicles parked on Huron’s campus.

This policy also strictly prohibits the sale or promotion of any smoking, cannabis, e-cigarette, or any other tobacco products on Huron’s campus.

## SCOPE

This policy applies to all members of the Huron community. This includes faculty, staff, students, volunteers, contractors and any member of the general public on Huron’s campus.

This policy is to be construed and applied in accordance with the *Smoke-Free Ontario Act, 2017*. Nothing in this policy prevents Huron from implementing further smoke or tobacco free measures or programs. To this end, Huron will ensure that the members of the Huron community are aware of this policy.

## DEFINITIONS

**Huron’s Campus / Huron Property:** Any land boundary owned and controlled, or leased, by Huron University College, inclusive of all buildings, learning places, public places, and workplaces. This includes, but not limited to, all buildings on Huron’s campus, which further includes all classrooms, offices, residences, dining hall, washrooms, parking lots, meeting rooms,

common area (indoor or outdoor) or any other environment on or off campus where Huron business is conducted.

**Huron Leadership:** Specifically, those leaders that have direct reports. This consists of Huron's President, Vice President(s), Dean(s), Associate Vice President(s), Director(s) and Manager(s).

**E-Cigarette (Electronic Cigarette):** Electronic cigarette means a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine.

**Smoking:** Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, cannabis, pipe, or any other lighted or heated product intended for inhalation in any manner or in any form. Smoking also includes the use of any electronic smoking device (as defined above) which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device.

**Tobacco Product(s):** Any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, cigarillos, clove cigarettes, or any other preparation of tobacco such as chewing tobacco, smokeless tobacco and snuff.

**Vehicle:** Any and all modes used for transporting people or goods, such as a car, golf cart, truck, bus.

## PRINCIPLES

- a) This Policy will be interpreted in accordance with the *Ontario Human Rights Code*, as applicable, and as amended from time to time.
- b) Smoking and the use of tobacco products is prohibited in any vehicle, whether a personal vehicle or Huron owned vehicle, while on Huron's campus. Smoking and using tobacco products in Huron owned vehicles is prohibited at all times on or off Huron's campus, in accordance with the *Smoke-Free Ontario Act, 2017*.
- c) The use of nicotine replacement therapy products, e.g. patches, for use in aiding with quitting smoking are permitted by this policy.
- d) Requests to use tobacco products for traditional or spiritual ceremonies can be made in writing to the Director, Human Resources and Director, Facilities Management as set out under the "Traditional and Sacred Medicines" section of this Policy.
- e) Those smoking or using tobacco products in areas surrounding Huron are expected to avoid littering, and to respect municipal by-laws and provincial legislation. They are asked to be considerate of neighbouring residents, businesses, and institutions.

## TRADITIONAL AND SACRED MEDICINES

Huron recognizes the unique relationship that many Indigenous cultures have with traditional and sacred medicines such as tobacco, sweet grass, sage, and cedar, among others as provided under the *Smoke-Free Ontario Act, 2017*. Furthermore, Huron recognizes the unique relationship that religious cultures have with use of candles and incense during services.

If there is a ceremony or event in which the use of traditional and sacred medicines, as outlined above, will be burned, please notify the Director, Facilities Management and Director, Human Resources at least five (5) business days in advance. This notification will allow Huron to assess the need for further action related to ventilation, fire safety and alarm system and to communicate to community members about its use at the ceremony or event. The purpose of this procedure is to support an environment that is inclusive and welcoming while ensuring that the burning of these traditional and sacred medicines is conducted safely, and in compliance with all applicable legislation and standards.

## **RESPONSIBILITIES**

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

### **Faculty, Staff, Students, Volunteers, and Contractors**

- a) Shall read, understand and become familiar with this policy and procedures outlined herein.
- b) Are responsible to be in compliance with this policy and are encouraged to communicate this policy to other members of the Huron community. The success of this policy is dependent upon the courtesy, respect, and cooperation of all members of the Huron community, not only to comply but to continue to encourage the compliance of others.
- c) Ensure that any individuals invited on to Huron's campus as a guest are aware that Huron is a smoke and tobacco free campus and that smoking is not permitted anywhere on Huron's campus, including but not limited to inside of their personal vehicles on Huron's campus. This also includes the use of electronic cigarettes and cannabis products.

### **Huron Leadership**

- a) Will ensure their employees are notified of this policy, provide the resources and support necessary to ensure compliance with this policy, and take appropriate administrative action for non-compliance with the policy.
- b) Will, in conjunction with Human Resources, provide direction to cessation support services and resources when requested by employees.
- c) That engage in drafting and executing contracts are responsible for ensuring that their contracts for third-party work (contractors) on Huron's campus clearly state that the Huron is a smoke and tobacco free campus. This also includes the use of electronic cigarettes and cannabis products.

### **Human Resources**

- a) Shall ensure that the party or parties responsible for the day-to-day implementation and enforcement of this policy fulfill those responsibilities accordingly.

- b) Support Huron's Leadership with any questions or concerns that come forward under this policy.
- c) Shall monitor this policy to ensure compliance.
- d) In conjunction with the Director, Facilities Management will administer requests for exceptions for traditional and spiritual ceremonies as identified above.
- e) Provide direction to cessation support services and resources when requested by faculty and staff.
- f) Enforce this policy where appropriate in accordance with established disciplinary policies and procedures and by the terms of existing contracts of employment or collective agreements, and policies, where applicable.

### **Facilities Management**

- a) Monitor and remove smoking-related refuse found on Huron's campus.

### **SUPPORTS ON CAMPUS**

Huron will undertake education efforts related to smoking cessation to assist faculty, staff and students who wish to reduce or stop the use of tobacco products. Huron will provide information to connect individuals with resources that offer nicotine replacement therapy and other cessation support. This information and available supports are outlined in the smoking cessation resources outlined below.

### **Faculty and Staff**

- a) [Middlesex-London Health Unit](#). The Health Unit regularly offers community based workshops to provide information and resources to individuals looking to reduce or stop their use of tobacco based products. Specifically, the STOP Program also provides cost-free access to nicotine patches for participating in the workshop.
- b) [Extended Health Benefits – Manulife](#). The Huron extended health benefits plan currently provides reimbursement for prescription smoking cessation aids as prescribed by your family physician or health care practitioner. This aid can make quitting smoking easier, and there are different choices available to you. Please speak with your physician if you are thinking about quitting.
- c) [Family Services Employee Assistant Program](#). FSEAP can provide those thinking about, or wanting to quit smoking with counselling services and supports to assist.
- d) [Smokers' Helpline](#) (Canadian Cancer Society). Provides resources online, free help by phone or text, and a number of self directed workbooks to assist those looking to quit smoking.

## **Students**

- a) [Middlesex-London Health Unit](#). The Health Unit regularly offers community based workshops to provide information and resources to individuals looking to reduce or stop their use of tobacco based products. Specifically, the STOP Program also provides cost-free access to nicotine patches for participating in the workshop.
- b) [Smokers' Helpline](#) (Canadian Cancer Society). Provides resources online, free help by phone or text, and a number of self directed workbooks to assist those looking to quit smoking.
- c) [Student Wellness Services at Huron](#). Connect with Huron's Wellness Coordinator for counselling services and supports.
- d) [Western University Student Health Services](#). Connect with a physician or health practitioner to discuss options to reduce and / or stop tobacco use.

## **NON COMPLIANCE**

While the intent of the policy is to be educational and assist faculty, staff and student that wish to quit smoking / using tobacco products / using electronic cigarettes, Huron may pursue disciplinary action for individuals that violate this policy. Violations of the policy will be addressed consistent with applicable documents such as the Student / Residence Code of Conduct, Huron Policies, and Collective Agreements as applicable.

Faculty and staff who witness violations must report the infraction to their Leader or Human Resources immediately.

## **EVALUATION**

This policy will be reviewed on an annual basis to ensure that it conforms to any changes in legislation and any associated regulations and to ensure it continues to address the needs of Huron.

Any concern or question about the interpretation or application of this Policy can be directed to the Vice President, Finance and Administration and / or the Human Resources department.