

<b>Category:</b> Health, Safety and Environment	<b>Responsible Owner:</b> VP Operations	<b>Effective Date:</b> January, 2019
<b>Policy Number:</b> 9.1	<b>Approval Body:</b> Board of Governors	<b>Policy Name:</b> Smoke-Free Campuses

**A. POLICY:**

**PURPOSE/COMMITMENT:**

This policy articulates the College’s commitment to promoting and maintaining a healthy and safe working and learning environment where members of the College Community are protected from exposure to Smoking and tobacco use on all College Campuses and Properties.

**SCOPE:** This policy applies to all members and visitors of the College Community which includes all Campuses and Properties as defined below.

**WHEN TO USE THE POLICY:**

**DEFINITIONS:**

- **College:** Columbia College
- **College Campuses and Properties:** includes any building, structure, parking lots, vehicle, space or land, (including vacant land or space) controlled, owned, leased and/or occupied by the College.
- **College Community:** includes students, staff, faculty, administrators, contractors and anyone present on College Campuses.
- **Electronic Smoking Device(s):** any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- **Hookah:** devices, including water pipes, which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, cannabis, or other plant matter.
- **Smoking:** inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including Hookahs and cannabis, whether natural or synthetic, in any manner or in any form. Smoking also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device.
- **Vehicle:** Any and all modes used for transporting people or goods.

**POLICY STATEMENTS**

1. The College will diminish exposure to smoke and tobacco and promote health and safety by prohibiting Smoking on all College Campuses and Properties, including in Vehicles.
2. The College will adhere to all relevant local, provincial and federal regulations.
3. The exemption to this policy is traditional indigenous spiritual or cultural ceremonies involving the use of ceremonial tobacco in accordance with established College procedures.
4. The sale, promotion or advertising of smoking or tobacco/cannabis products, electronic smoking devices or similar devices, is strictly prohibited on Columbia College Campuses and Properties.
5. The College provides information about resources and support services for interested employees and students, to support reduction and cessation of smoking.
6. All members of the College Community are responsible to be in compliance with this policy, and are encouraged to remind other members of the College Community of this policy, and to report potential violations of this policy to College security.
7. Campus security will monitor compliance, respond to reports of non-compliance and advise those in non-compliance of the tobacco and Smoke-free Campuses and Properties Policy in effect, and report violations to the Principal.
8. Those Smoking or using tobacco in areas surrounding the College are expected to avoid littering. The College requests that they be considerate of neighbouring businesses and institutions.

**LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:**

n/a

**REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:**

n/a

**REFERENCE TO BYLAWS:**

n/a

**RELATED ACTS AND REGULATIONS:**

n/a

**RELATED POLICIES:**

**APPROVALS:**

**IF APPLICABLE:**

<b>Chair, Academic Board</b>	<b>Date:</b>
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<b>Chair, Marketing and Recruitment Committee:</b>	<b>Date:</b>
<b>Chair, Finance Committee:</b>	<b>Date:</b>

**APPROVAL FOR ALL POLICIES:**

<b>Responsible Owner:</b>	<b>Date:</b>
<b>Principal or Designate:</b> [Redacted]	<b>Date:</b>
<b>Chair, Board of Governors:</b> [Redacted]	<b>Date:</b>

<b>Proposed Review Date:</b> October 2023	<b>Dates(s) revised:</b>	<b>Replaces Policy Number:</b>
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