



## **SAMPLE TOBACCO AND SMOKE-FREE POLICY**

Writing a clear and concise smoking policy assists members of your campus community in understanding and complying with the policy. Compliance with the policy is further facilitated by having an educational 'grace' period, as the policy is introduced, and at the beginning of each semester. This could be followed by proactive compliance checking and imposition of meaningful penalties for non-compliance. (e.g., some campuses issue tickets to people smoking where it is not permitted). Finally, because compliance is ideally achieved by assisting smokers to quit, education about quitting resources and supports available on (and off) campus is important.

The key issues around smoking on campuses today are:

- places where smoking is permitted or prohibited
- exposure to secondhand smoke
- sale and promotion of tobacco products
- contractual agreements with tobacco companies
- participation of the tobacco industry in campus events
- smoking cessation support
- policy education and compliance

**Below are SAMPLE policy clauses adopted from existing Ontario university/college 100% smoke- and commercial tobacco-free policies:**

All indoor and outdoor locations on *[University/College]* property are smoke-free. This includes student residences and any locations, property or vehicles owned, rented or leased by *[University/College]*.

As a smoke-free environment, *[University/College]* is an environment that promotes health and wellness and ensures students, faculty, staff and visitors are not exposed to secondhand smoke.

The selling of tobacco products on campus is prohibited.

Smoking cessation support and services are continually available to staff and students at *[University/College]*.

There will be no contractual agreements with tobacco companies or their subsidiaries.

**On the next pages is a complete 100% commercial tobacco and smoke-free policy that includes a menu of SAMPLE clauses to include in your policy based on your policy aims and campus culture.**



## Sample Tobacco and Smoke-Free Policy

Using sample statements and policy clauses taken from existing Ontario university/college commercial tobacco and 100% smoke-free policies, the following sample policy is offered.

**Responsible University Officer:** Vice president or other

**Policy Owner:** Vice president or other

**Policy Contact:** [Insert name]

**Effective Date:** [Insert date]

### INTRODUCTION

[University/College] is committed to promoting a healthy and safe environment, which is integral to the personal, professional and academic growth of students, faculty, staff, and visitors.

[University/College] is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe conditions on its premises and due diligence in its activities.

[University/College] endeavours to provide a healthy and hazard-free environment and minimize risks by adherence to all relevant legislation, and where appropriate, through the development and implementation of additional internal standards, programs and procedures.

[University/College] recognizes scientific evidence indicating that commercial tobacco products are harmful to one's health and to the health of others through exposure to secondhand smoke. Commercial tobacco use, such as smoking and chewing, can cause many illnesses such as cardiovascular and respiratory diseases and cancer. In fact, cigarette smoking is the leading cause of preventable death and disability in Canada. Non-users exposed to secondhand tobacco smoke can also incur illnesses such as asthma, bronchitis, cancer, chronic pulmonary and cardiovascular diseases.

The [University/College] recognizes commercial tobacco as an addictive substance and is committed to delivering programs and education aimed at providing protection from secondhand tobacco smoke while supporting those addicted to nicotine with access to smoking cessation services such as counselling and medications.

### PURPOSE

The purpose of this policy is to:

- provide protection from secondhand tobacco smoke
- communicate smoking and tobacco use restrictions
- support reduction and cessation of smoking and use of tobacco products through education, culture change and increased access to resources and support
- recognize that tobacco is an addictive substance, and provide smoking cessation support to members of the campus community who are addicted to nicotine
- prevent smoking uptake, and promote a smoke-free lifestyle and smoking cessation
- reduce the ability of tobacco companies to normalize tobacco products and tobacco use
- reduce fire risks



## SCOPE

This policy applies to *[University/College]* employees, students, visitors, contractors, independent operators and student government representatives and employees, on all *[University/College]* owned, rented or leased property (including vehicles).

All events, including conferences hosted on property owned, rented or leased by *[University/ College]* located on or off campus are subject to this policy.

*[University/College]* recognizes that some traditional aboriginal events or ceremonies involve the use of smudge sticks or other materials as provided under the *Smoke-Free Ontario Act, 2006*. These events or ceremonies are outside this policy.

## DEFINITIONS

**Smoking:** defined as inhaling, exhaling, burning or carrying a lighted or heated cigarette, cigar, pipe, or any other lighted or heated tobacco or plant product (smoke-producing product) intended for inhalation, including hookahs (waterpipe/shisha), and cannabis or other apparatus used to smoke tobacco or any other materials (e.g., electronic smoking devices).

**Smokeless Tobacco:** commercial tobacco that is not smoked but used in another form such as chewing tobacco, snus or snuff.

**Commercial Tobacco Products:** Any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipes, hookah (waterpipe), shisha, snuff, chew, dip, bidis, blunts, clove cigarettes, or any other preparation of tobacco.

**Electronic Smoking Devices:** 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 vapour or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-hookah, or vape pen, JUUL or under any other product name or descriptor.

***[University/College]* Property:** Any buildings or property (including vehicles) owned and controlled, or rented, or leased, by *[University/College]*.

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

## POLICY STATEMENTS

### **PART A: 100% Smoke-free Campus**

*[University/College]* does not permit smoking, or the use of commercial tobacco on any *[University/College]* property, or in vehicles on *[University/College]* property.

Smoking and the use of commercial tobacco products is prohibited in any vehicle, whether a personal vehicle or *[University/College]* owned vehicle, while on *[University/College]* property. Smoking and using



commercial tobacco products in [University/College] owned vehicles is prohibited at all times on or off [University/College] Property, in accordance with the Smoke-Free Ontario Act.

Those smoking or using commercial tobacco products in areas surrounding the [University/College] 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.

### **PART B: Support for Smoking Cessation**

**Students:** Students can visit student health services to learn about the cessation assistance provided at their school. Smoking cessation medications (prescription and over-the-counter) may be covered in student health insurance plans. Students will be informed of the availability of these options on a regular basis throughout the year.

**Employees:** Smoking cessation support is provided for any employee of [University/ College] in the form of counselling through the Employee Assistance Program and smoking cessation medication coverage in employee health plans. Employees will be informed of the availability of these options on a regular basis throughout the year.

*NOTE: It is very beneficial and cost effective to provide coverage of medications including both prescription and over-the-counter Nicotine Replacement Therapies (patch, gum, lozenge or inhaler) in health insurance plans.*

- *The following resources address assessment of needs for smoking cessation within an employee group and a cost/benefit analysis to assist employers in their decision-making.*
  - o ***'Smoking Cessation in the Workplace: A Guide to Helping Your Employees Stop Smoking'** and **'Butting Out To Raise The Bottom Line'**.*
  - o *Your local Public Health Unit will be able to suggest where to direct employees for local cessation supports.*

### **PART C: Procedures for burning of sacred medicines**

[University/College] 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. The Burning of Sacred Medicines is permitted [key locations and indicate if permission in advance is required]. The purpose of this procedure is to support an environment that is inclusive and welcoming while ensuring that the burning of these medicines is conducted safely and in compliance with all applicable legislation and standards.

### **PART D: Sale and Promotion of Tobacco Products**

[University/College] prohibits the promotion, advertising, or sale of any commercial tobacco products, electronic smoking devices or related paraphernalia on [University/College] owned, rented or leased property.



In addition, and in accordance with the federal *Tobacco Act*, corporate tobacco sponsorship of *[University/College]* events or groups is prohibited.

The student government and its employees, *[University/College]* employees and retailers operating in buildings owned, rented or leased by *[University/College]* are prohibited from entering into contractual agreements with tobacco companies or companies that produce or promote commercial tobacco products, electronic smoking devices or related paraphernalia.

#### **PART E: Participation of Tobacco Companies in Job Recruitment Fairs**

Companies that manufacture, distribute or sell commercial tobacco products, electronic smoking devices or related paraphernalia are excluded from participating in campus career fairs and other recruitment activities.

#### **PART F: Contracts with Tobacco Companies**

*[University/College]* will not knowingly accept funding or other forms of support, including research grants, staff positions, or student scholarships, from tobacco companies or from any agencies or foundations in which the tobacco industry has an influence, either directly or indirectly.

#### **PART G: Investments in Tobacco Companies**

*[University/College]* will not invest, directly or indirectly, in any tobacco company. Any existing holdings in a tobacco company will be divested within \_\_\_\_\_ *[amount of time to be defined]*.

## **EDUCATION**

Signs at building entrances and the main points of entry to the campus will indicate smoking or the use of commercial tobacco is not permitted on any *[University/College]* property, or in vehicles on *[University/College]* property.

For the first two weeks of each semester, print and electronic notices about the policy will be posted.

In addition, the *[University/College]* Security personnel who patrol campus will advise anyone who is smoking on campus of the smoke-free policy and the need to comply or to relocate off campus property.

*[University/College]* Security will monitor *[key areas where smoking occurs]* up to 8 hours per week asking non-compliant smokers to relocate off campus property.

Campus tours, Orientation Day activities and resource packages for new students will include information regarding the smoke-free policy. Staff, faculty and administration will be sent annual reminders to educate students regarding the smoke-free campus policy.



[University/College] will promote a community-based, approach which makes it the responsibility of everyone associated with [University/College] to uphold and communicate this policy by speaking to anyone not complying.

*Note: When smoke-free policies are implemented, it's important to offer an education/grace period with gradual enforcement over time. One way to encourage stronger compliance is to offer reinforcement incentives to those who are adhering to the policy and friendly reminders to students, faculty, staff and visitors who are not complying.*

## ACCOUNTABILITY & ENFORCEMENT

All members of the [University/College] community shall comply with this policy at all times.

Violators of the smoking policy, both staff and students, will be dealt with in a progressive disciplinary manner, consistent with the [University/College] procedures and practices.

Any disciplinary steps taken will, be governed by the terms of the Collective Agreements for union staff, the Code of Student Rights and Responsibilities, and the Terms and Conditions of Employment for administrative staff.

The [University/College] has identified roles and responsibilities as follows: [\[SAMPLES\]](#)

Facility Services will:

- i. Post and maintain appropriate signs throughout the [University/College], the type and location of signs shall comply with legislative mandates and the goals of the policy. Requests for additional signage will be considered and addressed as appropriate;
- ii. Provide adequate waste receptacles for areas on the perimeter of [University/College] property;
- iii. Monitor and remove smoking-related refuse found on [University/College] property;

Security Services will:

- iv. Respond and resolve policy compliance concerns from community members; and
- v. Issue warnings and tickets through the Security Services Unit of Facility Services as appropriate and in compliance with regulatory provisions.

Student Wellness Centre will:

- vii. ensure health promotion efforts are undertaken with respect to cessation and supports for students and provide direction to cessation support services when requested by students.

Human Resources will:

- viii. Ensure any contracts or agreements for third-party work (contractors) on [University/College] property clearly state the [University/College] is smoke-free;
- ix. ensure health promotion efforts are undertaken with respect to cessation and supports for employee groups and provide direction to cessation support services when requested by staff and faculty.



## QUESTIONS & CONCERNS

Any concerns or questions about the interpretation or application of this Policy can be directed to:

- Human Resources for *[general questions related to this policy]*, and
- Security Services for *[enforcement matters]*, and
- Facility Services for *[signage, cleaning, and/or related physical property related matters]*, and
- Health and Wellness Centre for *[access to cessation supports or assisting someone to quit]*.

Employees reporting an alleged violation of rights protected by the *Ontario Human Rights Code*, can raise their concerns through the *[University/College] Policy on Discrimination and Harassment: Prevention and Response*, their relevant collective agreement, the Equity and Inclusion Office, Human Resources Services (Employee/Labour Relations), the Faculty of Health Sciences Professionalism Office, or an external avenue for redress.

## RELATED PROCEDURES AND DOCUMENTS

This policy is to be read in conjunction with the following statutes, *[University/College]* policies and practices or collective agreement provisions. Any question of the application of this policy or related policies shall be determined by the *[Vice-President Administration]*, and in conjunction with the administrator of the other policy or policies. *[University/College]* reserves the right to amend or add to the *[University/College]* policies and statements from time to time. This is not a comprehensive list.

- Ontario Human Rights Code
- Smoke Free Ontario Act
- *[University/College]* Workplace and Environmental Health and Safety Policy
- Drug and Alcohol in the Workplace Policy
- Code of Student Rights and Responsibilities