



Smoke Free Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

Policy Statement:

Smoking and use of tobacco and smoking related products is prohibited in indoor areas and in college vehicles.

Sponsor:	Facilities and Ancillary Services
Policy Owner:	President & CEO
Policy Administrator:	Senior Director, Facilities and Ancillary Services
Approved By:	Board of Governors
Approval Date:	December 20, 2018
Effective Date:	December 20, 2018

Objective:	Northern Lakes College is committed to providing a safe and healthy work, learning, and living environment for employees, students, contractors and visitors. The purpose of this policy includes the following: <ol style="list-style-type: none"> 1. promote a smoke-free environment; 2. ensure that the College is in compliance with the Bylaw of the Municipalities in which it operates and the Alberta Tobacco Reduction Act; and 3. establish educational programs and assistance for College employees and students who currently Smoke or use Tobacco and Smoking Related Products and wish to quit.
Guidelines:	<ol style="list-style-type: none"> 1. Smoking and the use of Tobacco and Smoking Related Products is prohibited in outdoor areas that are located within 7.5 meters of Indoor Areas including, but not limited to, any: <ol style="list-style-type: none"> A. entrance; B. exit; C. window; and D. building air intake. 2. Smoking and the use of Tobacco and Smoking Related Products is prohibited within 7.5 meters of flammable or combustible storage areas. 3. The College will post signs in outdoor areas where Smoking and the use of Tobacco and Smoking Related Products is prohibited/permitted. 4. The signs will be designed to comply with requirements contained in the Smoking Bylaws of the Municipalities and the Alberta Tobacco Reduction Act. 5. Tobacco and smoking related products are not permitted to be sold on any College campus located in the province of Alberta. 6. Tobacco and Smoking Related Products are not permitted to be advertised at

	<p>any college campus in the province of Alberta.</p> <p>7. The College will provide access to awareness and education about smoking cessation programs designed to assist employees and students who smoke or use tobacco and smoking related products and wish to quit.</p> <p>8. Awareness, educational programs and assistance may be provided by:</p> <ul style="list-style-type: none"> A. a Student Wellness Program; and B. the Employee Assistance Plan, “Lifeworks”. <p>9. Violations of this Policy: Individuals who do not comply with this Smoking Policy may be subject to penalties and/or discipline under College policies or regulations, applicable collective agreements, the municipal Bylaws and the Alberta Tobacco Reduction Act.</p> <p>10. Special Situations: Smoking and the use of Tobacco and Smoking Related Products for religious, cultural or other grounds protected by the Alberta Human Rights Act may be accommodated by the College and must be coordinated with the Facilities and Ancillary Department a minimum of 5 business days prior to the event. Smoking and the use of Tobacco and Smoking Related Products in other special situations may be permitted with written approval.</p>
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Definitions:	<p>Indoor Areas means enclosed spaces owned or leased by the Northern Lakes College including but not limited to buildings, covered parking and College Vehicles.</p> <p>Smoke or smoking means to carry or possess a lit cigarette, cigar, pipe, electronic cigarette, personal vaporizer or electronic nicotine delivery system or to use a tobacco and smoking related product in any manner, or the smoking of any other substance.</p> <p>Tobacco and smoking related products includes:</p> <ul style="list-style-type: none"> 1. All tobacco-containing or tobacco-derived products including but not limited to, cigarettes, cigars, cigarillos, and hookah products; oral tobacco and nasal tobacco, but excluding nicotine gum and transdermal nicotine patches; 2. Electronic cigarettes, personal vaporizers and electronic nicotine delivery systems; and 3. Products that, when used, mimic or simulate smoking. <p>College means Northern Lakes College.</p> <p>College vehicles means any vehicle rented, owned, or leased by the College Fleet Operations Office.</p>
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Related Northern Lakes College Documents:	Finance – Travel and Transportation Procedure
Related External Information:	N/A
Stakeholders Consulted:	Employee Management Advisory Committee: Mar 28, 2018 Northern Lakes College Students Association: May 1, 2018

	Policy Review Committee: Oct 9, 2018
Next Review Date:	December 20, 2023
Revision History:	December 20, 2018: New February 13, 2020: New template