

## **SMOKE FREE CAMPUS POLICY**

### **Policy Statement**

Bow Valley College (BVC) recognizes the detrimental effects of smoking to the health and safety of students, staff, contractors, visitors, members of the public and its property.

### **Purpose**

This policy prohibits smoking on internal and external College properties and at all designated entrances to facilities.

### **Scope**

Compliance with this policy extends to all members of the College community, visitors, and contractors of the College and members of the public.

Smoking for this policy includes a substance which is burned and the resulting smoke is to be breathed in to be tasted or inhaled. This policy is further extended to include the use of all types of E-cigarettes or any other device which emulates the act of smoking which involves the production of airborne contaminants or substances and it includes all forms of pipes, holders, instruments, etc., that are used for similar purposes.

### **Principal Objectives**

1. Smoking is prohibited:
  - 1.1. Within all College facilities and sites, including any public place where visitors are permitted or invited;
  - 1.2. On outdoor spaces which are properties of BVC (e.g. rooftops, street level patios and green spaces) and which are designated as non-smoking through signage,
  - 1.3. In any parking lot or parkade on college property; and
  - 1.4. Within any College owned or leased vehicle or in personal vehicles on college property.
2. BVC shall restrict smoking at all facility entrances. BVC policies regarding smoking at entrances are in compliance with municipal and provincial legislation, as well as best practice guidelines obtained through LEEDs certification where applicable (the South campus building is Silver LEED certified). Restrictions on smoking at entrances are as follows:
  - 2.1. At the North Campus smoking is not permitted within three (3) meters (9.8 feet) from entrances, exits, air intakes and vents.
  - 2.2. At the South Campus building smoking is not permitted within 7.5 meters (24 feet) from entrances, exits, air intakes and vents.
  - 2.3. At the West Campus smoking is not permitted on the patio surrounding the building or on the green space beside the building.
  - 2.4. At all other locations smoking is not permitted within five (5) meters (16 feet) from entrances, exits, air intakes and vents.

3. All lit smoking products must be extinguished or disposed at a minimum distance from entrances (as identified in article 2).
4. The College shall post signage indicating areas as non-smoking where applicable. No person shall remove, alter, conceal, deface or destroy any non-smoking signage with regard to this policy.
5. This policy does not affect the rights of Aboriginal people respecting traditional Aboriginal spiritual or cultural practices or ceremonies. Those practices and ceremonies may take place in the designated space in the Iniiikokaan Centre at South Campus and shall be held in accordance with the Tobacco Reduction Act (Alberta) and regulation.
6. Campus Security shall patrol the downtown campus and ensure smokers are aware of this policy when applicable.
7. College members shall report non-compliance of this policy to Campus Security.
8. In instances of non-compliance with this policy, the policies and procedures identified as associated policies and procedures to this policy shall apply.
9. The College is committed to improving the health and productivity of its employees. As part of this commitment, employees may participate confidentially in the Employee and Family Assistance Program for addiction related problems including smoking. Information pertaining to the Family Assistance Program may be found on the employee intranet (mycampus site). Students can gain assistance through <http://www.mystudentplan.ca/bowvalley/en/mywellness/resources>.

## **Compliance**

Employees, independent contractors, and learners are responsible for knowing, understanding, and complying with BVC policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College. Non-compliance may create risk for the College and will be addressed accordingly.

## **Definitions**

**Smoking:** is a practice in which a substance is burned and the resulting smoke is to be breathed in to be tasted or inhaled. The definition is further extended to include the use of all types of E-cigarettes or any other device which emulates the act of smoking which involves the production of airborne contaminants or substances and it includes all forms of pipes, holders, instruments, etc., that are used for similar purposes.

**Policy Data**

**DATA SHEET**

**Accountable Officer**

Vice-President, Strategy and CIO

**Responsible Officer(s)**

Director, Facilities, Ancillary Services and Campus Development

**Approval**

President and CEO

**Contact Area**

Facilities, Ancillary Services and Campus Development

**Relevant Dates**

<b>Approved</b>	<b>March 13, 2018</b>
<b>Effective</b>	
<b>Next Review</b>	
<b>Modification History</b>	

**Associated Policy(ies)**

Security Services Policy (300-3-2)  
Employee Code of Conduct Policy (200-1-1)

Learner Code of Conduct Policy (500-1-1)

**Directly Related Procedure(s)**

Patrol Routine (300-3-2)  
Removal from Premises Procedure (300-3-2)

Employee Code of Conduct Procedure (200-1-1)  
Learner Code of Conduct Procedure (500-1-1)

**Directly Related Guideline(s) (if any)**

**Related Legislation**

City of Calgary Smoking Bylaw  
Tobacco Reduction Act, SA 2005, c T-3.8

Alberta Building Code  
Alberta Fire Code

**Related Documentation**

Canada Green Building Council (<http://www.cagbc.org/>) for LEED Certification