

# Smoke Free Campus Policy

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

<b>Functional category</b>	Human Resources
<b>Approval date</b>	November 30, 2022
<b>Effective date</b>	November 30, 2022
<b>Policy owner</b>	Vice President, People and Culture
<b>Policy administrator</b>	Manager, People Services

## Objective

NorQuest College (college) supports a safe and healthy work and learning environment for students, employees, contractors, and visitors by providing a smoke free environment on college property.

Authority to establish this policy is derived from the NorQuest College Board of Governor's Policies:

- [No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation, and
- [No. 8](#), which requires the President and CEO to establish policies and procedures to ensure that college employees and students comply with the College Code of Conduct.

## Policy

The college does not permit any smoking, including the use of water pipes, electronic cigarettes, smoking/vaping devices, or other similar devices, on any college property.

This policy supports provincial law and municipal bylaws<sup>1</sup> that bans smoking in all public places and workplaces and extends this smoking ban to all college property including facilities, walkways, roadways, parking areas, playgrounds, college grounds, and property, as well as, vehicles in an area owned, operated, or leased by the college.

The college does permit Indigenous pipe and smudging ceremonies within approved college locations in accordance with provincial law, which recognizes the rights of Indigenous people respecting traditional Indigenous, spiritual, or cultural practices or ceremonies.<sup>2</sup>

The college will, with exception specified above, have no designated smoking areas.

Staff, students, or visitors found smoking on college property may be approached by an employee, student, or a member of Security and will respectfully be asked to:

- discontinue smoking or
- move from college property.

If an individual remains on college property or continues to smoke, then employees or students can report the incident to a member of Security.

City of Edmonton Fines may apply based on bylaws.

Individuals, including visitors, who smoke on college property or who smoke within 10 metres of a doorway, window, air intake, or a playground may be fined in accordance with relevant bylaws and/or legislation.

All employees, students, and visitors to the college are responsible for adhering to this policy. Employees and students who smoke on college property are also subject to disciplinary action in accordance with either the Code of Conduct Policy (for employees) or the Non-Academic Misconduct Procedure (for students).

Smoking cessation support may be available through the Employee Assistance Program (EAP).

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<sup>1</sup> *Tobacco, Smoking and Vaping Reduction Act and City of Edmonton Public Places Bylaw no 14614.*

<sup>2</sup> *Tobacco, Smoking and Vaping Reduction Act Section 2(1)*

Any medical accommodations, including the use of cannabis, fall under the current Duty to Accommodate Students with Disabilities Procedure, the Fit for Duty Policy, and Employee Accommodation Procedure. Medicinal cannabis users are permitted to smoke/vape cannabis in the same places as provided in the [City of Edmonton Public Places Bylaw no.14614](#) and the [Tobacco and Smoking and Vaping Reduction Act](#).

## Definitions

**College Buildings:** means any building owned or leased by NorQuest College including buildings in our regional sites.

**Electronic cigarettes or other similar battery-operated devices:** means e-cigarettes, vaporizer cigarettes and other battery-operated devices used to heat a substance which produces any vaporized emission.

**Employee:** Includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts, or collective agreements.

**Smoke or Smoking:** means to smoke, hold or otherwise have control over a lit or heated tobacco product.<sup>3</sup> For clarification, this includes cannabis.

**Workplace:** means all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure, or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles.<sup>3</sup> For clarification this includes any mobile equipment in an area owned, operated or leased by the college used by a worker in an occupation.

## Related information

### NorQuest College

- [Code of Conduct Policy](#)

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<sup>3</sup> *Tobacco, Smoking and Vaping Reduction Act* Section 1(i)

- [Duty to Accommodate Students with Disabilities Procedure](#)
- [Employee Accommodation Procedure](#)
- [Fit for Duty Policy](#)
- [Non-Academic Misconduct Procedure](#)

## External

- [City of Edmonton Public Places Bylaw no.14614](#)
- [Occupational Health and Safety Act](#)
- [Occupational Health and Safety Code](#)
- [Occupational Health and Safety Regulation](#)
- [Tobacco, Smoking and Vaping Reduction Act](#)
- [Tobacco, Smoking and Vaping Reduction Regulation](#)

## Next review date

October 2026

## Revision history

December 2014: New (replaces Standard Practice 5.5: Smoking).

October 2017: replaced Aboriginal with Indigenous

October 2018: updated to new Legislation and Bylaws

August 2019: Compliance Office template & reorganization update

November 2022: updated Policy Owner title, Policy Administrator, and added the Employee Accommodation Procedure link.