Policy Name: Smoking on Campus
Originating/Responsible Department: Facilities Management and Planning
Approval Authority: Senior Management Committee
Date of Original Policy: 
Last Updated: October 2014
Mandatory Revision Date: October 2019
Contact: Assistant Vice-President (Facilities Management and Planning)

Policy:
Smoking is prohibited in all buildings, residences and garages on the Carleton University campus, and within ten (10) meters of any entrance or exit and any air intake vent or open window of any building or residence.

Purpose:
Carleton University is committed to provide a safe and healthy workplace and study environment. The University recognizes scientific research indicating that smoking is harmful to one’s health and to the health of others through second-hand tobacco smoke.

The University also recognizes tobacco as an addictive substance and is committed to delivering programs and education aimed at providing protection from environmental (second-hand) smoke while providing support for those with tobacco addictions and for smoking cessation.

The objectives of this policy are to uphold Carleton University’s commitment to provide a safe and healthy smoke-free environment for the University community. Carleton’s smoking policy is also in step with the Ontario government’s Smoke-Free Ontario Act, which prohibits smoking in enclosed workplaces, company vehicles and enclosed public places as well as with the City of Ottawa’s Smoke-Free Bylaws.

Scope:
This policy applies to all members of the Carleton University community, including students, faculty, and staff, as well as visitors and guests. All events, including conferences hosted on University property, are subject to this policy.

Carleton University recognizes and accepts the importance of Aboriginal culture and spiritual practices as an integral aspect of learning, and as such an exception to this policy is granted for traditional aboriginal events or ceremonies involving the use of smudge sticks or other materials as provided under the Ontario Tobacco Control Act.
“Smoking” is defined as inhaling, exhaling, burning, or carrying a lighted cigarette, cigar, pipe or other apparatus used to smoke tobacco or any other materials. Until such time as scientific evidence proves otherwise, electronic cigarettes (e-cigarettes) will be included in the definition, and their use is not permitted.

Procedures:
1. In recognition that smoking does occur on campus, Carleton University provides smoking areas, in locations where exposure to second-hand smoke impacts are minimized.
2. Outdoor smoking areas must be located ten meters away from building entranceways, operable windows, air intake vents, and loading docks.
3. Smoking areas will include seating and waste receptacles. Smokers are expected to use the appropriate waste receptacles and to keep these spaces clean. All members of the Carleton University community should take responsibility for a safe and healthy campus environment, and are encouraged to assist in ensuring smoking is only carried out in the appropriate areas. Day-to-day implementation and enforcement of the policy are the responsibility of the supervisor or the individual directly in charge of a given area or of an activity within an area.

In the event of unresolved non-compliance issues using the above approach, the following protocol should be followed:

a) **Students**: Formal complaints should be lodged with either the individual responsible for compliance in a particular area or with University Safety. Every effort will be taken to resolve the complaint and ensure compliance. Students who continue to violate this policy will be ticketed and subject to discipline under the University’s Students Rights and Responsibilities Policy.

b) **Employees**: Non-compliance concerns should be lodged with either the individual responsible for a particular area, the individual’s immediate supervisor or the Department of University Safety. Employees who continue to violate this policy will be subject to tickets and fines which will be processed through the university system with automatic deductions from pay cheques for non-compliance.

c) **Appeals**: In the case of students the appeal process outlined in the Student’s Rights and Responsibility Policy will apply and in the case of employees the appeal may be made to the Assistant Vice-President of Human Resources or his/her designate.

Contact:
Assistant Vice-President (Facilities Management and Planning)
Assistant Director, Environmental Health and Safety
Director, University Safety