



Policy Name:	Tobacco Smoking and Cannabis Consumption on Campus
Originating/Responsible Department:	Facilities Management and Planning
Approval Authority:	Senior Management Committee
Date of Original Policy:	July 2008
Last Updated:	October 2018
Mandatory Revision Date:	October 2020
Contact:	Assistant Vice-President (Facilities Management and Planning)

Policy:

Pursuant to the Smoke-Free Ontario Act, Tobacco smoking is prohibited in all buildings, residences and garages on the Carleton University campus and premises, and within ten (10) meters of any entrance or exit and any air intake vent or open window of any building or residence. The smoking of cannabis is prohibited on the Carleton University Campus including but not limited to all public places, workplaces, buildings, garages and residences. The consumption of cannabis and tobacco is not permitted in any areas further prohibited by the Smoke-Free Ontario Act or any other applicable law. The consumption of cannabis for medical reasons shall be addressed on a case by case basis through the appropriate accommodation process.

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 cannabis or tobacco smoke.

The University also recognizes cannabis and 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 addictions and for smoking cessation.

The objectives of this policy are to uphold Carleton University's commitment to provide a safe and healthy environment for the University community. Carleton University's smoking policy is also in step with the Ontario government's Smoke-Free Ontario Act, which prohibits smoking in workplaces, company vehicles and 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 Indigenous culture and spiritual practices as an integral aspect of learning, and as such an exception to this policy is granted for traditional

indigenous events or ceremonies involving the use of smudge sticks or other materials as provided under the Ontario Tobacco Control Act.

For purposes of this Policy the following definitions apply:

“public place” is defined to include any place to which the public has access as of right or by invitation, whether express or implied, and whether or not a fee is charged.

“workplace” within the meaning of the Occupational Health and Safety Act and this policy is defined as “land, premises, location or thing at, upon, in or near which a worker works”.

“Smoking” is defined as inhaling, exhaling, burning, vaping, or carrying a lighted cigarette, cigar, pipe or other apparatus used to smoke tobacco, cannabis 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 for Tobacco smoking:

1. In recognition that smoking does occur on campus, Carleton University provides tobacco smoking areas for smokers of tobacco in locations where exposure to second-hand smoke impacts are minimized.
2. Outdoor tobacco 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. Tobacco Smokers are required 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 with this Policy, 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 and possible ban under the Student and Visitor Ban from Campus 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. Further discipline, up to/including dismissal, may also be brought against employees.

- c) **Contractors/Visitors:** Non-compliance concerns should be lodged with either the entity/individual responsible for managing or overseeing the contractor's activities on campus or the Department of University Safety. Contractors or visitors who continue to violate this policy will be subject to tickets and fines and may also be banned from further access to the University property for non-compliance under the Student and Visitor Ban from Campus Policy.
- d) **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)

Director, Environmental Health and Safety

Director, University Safety