



## POLICY AND PROCEDURE STATEMENT

<b>SUBJECT:</b>  Smoking	<b>CATEGORY:</b>  Operations & Administrative Services – Human Resources	<b>NO.</b>  719
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### PREAMBLE

Saskatchewan Polytechnic is committed to providing a safe and healthy environment for all members of the Saskatchewan Polytechnic community. This policy will support that commitment through the provision of a smoke-free environment and will comply with the law, including the requirements under *The Tobacco Control Act* and *The Occupational Health and Safety Regulations, 1996*.

### POLICY

Smoking and the use of tobacco products is prohibited in all buildings and/or facilities that Saskatchewan Polytechnic owns, leases or rents (including student residences and all outdoor areas) and Saskatchewan Polytechnic vehicles (including CVA's), except as permitted in the procedures below. This policy applies to all employees, students, contractors, visitors and members of the general public granted access to or using Saskatchewan Polytechnic's services and/or facilities.

### DEFINITIONS

#### *Smoking*

Smoking is the practice of burning tobacco and/or other substances and inhaling the resulting smoke including the use of cigarettes, pipes, hookahs, or any other related device. For the purposes of this policy smoking includes the use of electronic cigarettes.

#### *Tobacco*

A product composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy. It includes, but is not limited to, cigarettes, cigars, cigarillos, pipe tobacco, and specialty tobacco products such as chewing tobacco, smokeless tobacco, and snuff.

### PROCEDURES

Smoking and the use of tobacco products is only permitted in designated areas. Designated areas must be at least 10 meters from all ventilation intakes, doors, windows, and thoroughfares.

In areas where smoking is permitted, smoking material must be properly disposed of in the containers provided for such disposal.

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Spitting on Saskatchewan Polytechnic property while using specialty tobacco products such as chewing tobacco, smokeless tobacco and snuff is prohibited in all areas including designated smoking areas.

The possession and/or smoking of illegal substances is strictly prohibited on Saskatchewan Polytechnic property. The use of certified and medically approval substances otherwise considered illegal will be addressed under the Reasonable Accommodation policy 712-G.

This policy does not affect the rights of cultural or religious groups respecting traditional spiritual or cultural practices or ceremonies. In these situations, requests for exemptions to this policy may be made to the associate vice president, student services for student requests or the associate vice president, human resources for employee requests.

Organizers and attendees at public events using Saskatchewan Polytechnic buildings and/or facilities, including public events such as conferences, meetings, public lectures, sporting activities, social events, industry events, and cultural events must comply with this policy and procedure. Organizers of such events are responsible to communicate this procedure to attendees and to enforce this procedure.

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

### **RELATED POLICIES/DOCUMENTS**

Reasonable Accommodation policy 712-G

Smudging, Pipe Ceremonies and other Aboriginal Ceremonial Use of Smoke policy

Student Conduct policy #1211

Code of Conduct policy #703

*Smoke-Free Workplace Policy, Section PS812, Saskatchewan Public Service Commission*

### **APPLICABLE LEGISLATION OR REGULATIONS**

*The Tobacco Control Act*

*The Occupational Health and Safety Regulations, 1996*

### **AMENDMENT HISTORY**

1. Original issue date: January 7, 2015
2. Revision dates:
3. Scheduled review date: January 7, 2020

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