

<b>Title</b>	<b>Campus Smoking</b>		
<b>Classification</b>	Administrative	<b>Oversight &amp; Responsibility</b>	Office of the VP & CFO
<b>Category</b>	Health, Safety & Environment	<b>Effective Date</b>	2018 Oct 12
<b>Approval</b>	Executive	<b>Policy No</b>	1026

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

**NOTE:** The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

## 1. Purpose

1.1 Royal Roads University (the "University") is committed to a safe and healthy environment for all members of the campus community, contractors and visitors to the campus community. There is a body of medical evidence indicating that harmful substances produced by smoking is harmful to the health of both smokers and non-smokers who come into contact with second-hand smoke. To fulfill its responsibility toward a safe and healthy environment the university seeks to reduce involuntary exposure to harmful substances produced by smoking and therefore, the Campus Smoking Policy provides restrictions for smoking within and on the Royal Roads campus.

1.2 Provincial legislation and municipal bylaws have been enacted to regulate smoking in the workplace and in post-secondary educational institutions. The university must be in compliance with all applicable legislation and laws.

1.3 This policy is intended to:

- 1.3.1 encourage and support a smoke-free lifestyle for each student, employee and visitor on the Royal Road University campus;
- 1.3.2 protect non-smokers from the negative effects of second-hand smoke by prohibiting the use of tobacco and cannabis products and other harmful substances including cannabis on campus, with the exception of outdoor Designated Smoking Areas (DSAs) and Designated Cannabis Smoking Areas (DCSA's); and
- 1.3.3 establish the responsibilities of all parties to maintain a clean and healthy learning and work environment.

## 2. Scope

2.1 This policy applies to all employees, contracted service providers, students and campus visitors.

2.2 Exemptions to this Policy will apply during the following circumstances:

- 2.2.1 During Indigenous cultural and/or spiritual smudging ceremonies. Royal Roads University respects and supports the ceremonial use of tobacco by members of the Indigenous community. Such events shall be permitted, in accordance with current legislation and the appropriate safety precautions. Such events shall require:
  - 2.2.1.1 adequate notice to the Associate Vice-President, Operations & Resilience where Indigenous ceremonies will be held, and
  - 2.2.1.2 that the proposed event(s) are in compliance with current legislation and with the appropriate safety precautions taken.
- 2.2.2 Where the University has an obligation to accommodate under the BC *Human Rights Code*.

### 3. Definitions

3.1 **Designated Smoking Area (DSA):** outdoor area identified and recognized on the Royal Roads campus to allow individuals to smoke tobacco with minimum repercussions for the University community.

3.2 **'Restricted Use' Designated Cannabis Smoking Area (DCSA):** outdoor identified on the Royal Roads campus to allow legal aged adults (19 years or older) to smoke cannabis with minimum repercussions for the University community.

Worksafe BC fit for duty requirements for RRU employees and the policy on Student Rights and Responsibilities to respect the rules of the university are still applicable.

3.3 **Smoking:** the act of inhaling, exhaling, vaping, burning or holding a cigarette, cigar, pipe, hookah, or other apparatus used for smoking substances (tobacco, cannabis, other) and, including e-cigarettes.

3.4 **Smudging:** an Indigenous practice of the burning of certain herbs such as sage, sweet grass, cedar and/or tobacco, in order to create a cleansing smoke, which is used to purify people as well as ceremonial and ritual spaces and ceremonial tools and objects. The act of smudging generally lasts for a short time.

### 4. Policy Statement

4.1 Smoking is prohibited in accordance with applicable legislation and local by-laws.

4.2 Worksafe BC and municipal regulations prohibit smoking inside University facilities. To prevent second-hand smoke from entering campus facilities, smoking is prohibited within all University Buildings, within 10 metres of building doors, windows or ventilations system intakes and within University-owned vehicles, enclosed public places and enclosed workplaces.

4.3 Additionally, smoking is prohibited in all outdoor areas on the RRU's campus except at the following locations:

4.3.1 Designated Smoking Areas (DSAs) – area restricted to tobacco products. Cannabis smoking is prohibited at DSAs; and

4.3.2 'Restricted Use' Designated Cannabis Smoking Areas (DCSAs) – area restricted to cannabis smoking only.

### 5. Responsibilities

5.1 The University will provide regular notices to all members of the University community to remind them of the smoking policy requirements. It is intended that a well-informed and respectful community will mitigate enforcement issues.

5.2 In the case of employees, non-compliance with this policy or where the environment is negatively impacted by second-hand smoke, the incident shall be immediately reported to security or to the employee's manager or supervisor. The manager/supervisor shall be responsible for informing the individual of the University smoking policy and compliance to the policy. Refusal to comply may lead to disciplinary actions in consultation with Human Resources.

5.3 In the case of a student, non-compliance with this policy or where the environment is negatively impacted by second-hand smoke, the incident shall be immediately reported to security or to the relevant program area staff or the Director of Student Services. The issue shall be dealt with in accordance with the Policy on Student Rights and Responsibilities in consultation with the appropriate program area.

5.4 In the case of a contractor or visitor to the campus, non-compliance with this policy or where the environment is negatively impacted by second-hand smoke, such individuals shall be immediately reported to security. Security will be required to take the appropriate action, which may include escorting the individual from the campus.

## Related Documents and Information

Related RRU policies

- [Standards of Conduct and Service for Employees and Contractors](#)
- [Student Rights and Responsibilities](#)

Related Other Sources

- [CRD Clean Air Bylaw](#)
- [Human Rights Code, RSBC 1996, c.210, and Regulations](#)
- [Occupational Health & Safety Guidelines](#)
- [Tobacco and Vapour Products Control Act, RSBC 1996, c.451, and Regulations](#)

## Review and Revision History

Date	Action
2005-Nov-01	Approved
2018-Oct-12	Revised – current published version
2021-Oct-06	Transfer to new template – no content change
<b>Next Review</b>	
2021-Oct-12	For review