



Purpose: Portage College recognizes its responsibility to provide all employees, students and visitors with a tobacco-free environment.

Responsibility: Vice President - Student and College Services

Guidelines:

1. All structures and spaces owned and leased by Portage College are covered by this policy, including those in community campuses.
2. Smoking and/or use of any other tobacco products is prohibited in all structures and spaces owned and leased by Portage College, including classrooms and meeting rooms.
3. Smoking and/or use of any other tobacco products is prohibited within 5 metres of a doorway, window or air intake of a public place or workplace.
4. Smoking and/or use of any other tobacco products is prohibited in vehicles owned/leased by Portage College.
5. Smoking and/or use of any other tobacco products is prohibited in all housing that is owned/leased by Portage College, including family housing.
6. Any social function sponsored by any group is subject to the Tobacco Reduction Act/Regulations; therefore, designation area restrictions apply.
7. Ceremonial use of tobacco products is permitted provided that the ceremony has been approved, in advance, by the Vice President – Student and College Services.
8. Portage College will not sell or allow tobacco products to be sold on campus.

Procedures:

1. Smoking and/or use of any other tobacco products is restricted to appropriate outdoor locations only. Appropriate outdoor locations are limited to areas that are located 5m from:
 - Doorways
 - Windows
 - Building air intakesRefer to Appendix A for locations of designated smoking areas.

All members of the Portage College community share a collective responsibility to maintain a clean, healthy and safe working and learning environment and to positively reinforce this policy.
2. To assist staff and students with smoking cessation programs please refer <http://www.albertaquits.ca>.
3. Student infractions of these guidelines are to be reported the Director, Student Services, and staff infractions are to be reported to the appropriate supervisor.
4. Serious or repeated infractions by students will be managed under the Student Misconduct guidelines. Disregard for these guidelines by staff is handled through the performance management process.
5. The Infrastructure Manager must ensure that signs prohibiting smoking are posted and continuously displayed in accordance with the regulations.
6. The Infrastructure Manager must ensure that signs indicating the locations where smoking is permitted are posted and continuously displayed in accordance with the regulations.
7. No person other than the Infrastructure Manager or a person acting under the manager's instructions shall remove, alter, deface, conceal or destroy a sign that is posted or displayed.



Definitions:

“Public place” means all or any part of a building, structure or other enclosed area to which members of the public have access as of right or by express or implied invitation, including patios, pools, and other recreation areas.

“Smoking” means to smoke, carry, or possess a lit cigarette, cigar, cigarillo, pipe tobacco.

“Tobacco products” include any products composed in whole or in part of tobacco, including tobacco leaves or any extract of tobacco leaves. This includes:

- Cigarettes
- Cigars
- Cigarillos
- Pipe tobacco
- Specialty tobacco products like chewing tobacco, snus-and snuff

“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.

Approved by Strategic Directions Committee

President

April 10, 2012
Approved Date

April 10, 2012
Effective Date