

**TITLE: SMOKING AND TOBACCO USE****POLICY STATEMENT:**

Red Deer College (RDC) recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the life threatening diseases linked to the use of all forms of tobacco. This policy forms part of the College's strategy to create a safer and healthier working and learning environment for staff, faculty, volunteers, students, visitors and contractors.

**PURPOSE:**

The purpose of this policy is to:

- Provide protection from second-hand smoke
- Communicate smoking and tobacco use restrictions
- Recognize that tobacco is an addictive substance and provide smoking or tobacco cessation support to members of the college who are addicted to nicotine
- Prevent tobacco use and smoking uptake and promote a tobacco-free lifestyle and environment

**SCOPE:**

This policy applies to all students, faculty, staff, volunteers, visitors and contractors participating in events, activities, RDC courses, organized class activities or business activities, on or off campus, and covers the smoking of any tobacco product, e-cigarettes, the use of oral tobacco products and medical marijuana.

RDC recognizes and accepts that some traditional aboriginal events or ceremonies involve the use of smudge sticks or other materials as provided under the *Smoke-Free Alberta Act, 2005*.

**PRINCIPLES:**

1. Policies at RDC:
  - 1.1. Treat all persons fairly and respectfully.
  - 1.2. Are non-discriminatory and non-intrusive.
  - 1.3. Incorporate open, honest and timely communication.
  - 1.4. Are made in a timely manner.
  - 1.5. Provide appropriate confidentiality and privacy.
  - 1.6. Provide appropriate access to the College and education.
  - 1.7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
  - 1.8. Operate with clear written expectations for conduct and handling of complaints.
  - 1.9. Meet all regulatory standards.
  - 1.10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
  - 1.11. Are communicated in alternate forms to those who require such accommodation.

2. The following principles apply specifically to this policy:

2.1. RDC has a responsibility to provide all those within the scope of this policy a safe and healthy environment.

**DEFINITIONS:**

**RDC Community:** includes registered RDC students (apprentice, credit and non-credit), employees (faculty, staff and exempt personnel), volunteers, tenants, contracted service providers, and members of the Board of Governors.

**Smoke or Smoking:** means inhaling, exhaling, burning, carrying or having possession of a burning or lighted cigarette (including e-cigarettes), cigar or pipe, or other lighted smoking equipment, burning tobacco or any other substance that is lighted, vaporized or heated.

**Designated Smoking Areas (DSA):** outdoor areas approved by Health, Safety and Wellness and are clearly marked with signage

**GUIDELINES:**

1. All indoor locations on RDC property are tobacco and smoke free which includes smoking, the use of smokeless tobacco and e-cigarettes. This includes student residences and any locations and vehicles owned, rented or leased by the RDC.
2. Smoking and tobacco use (including e-cigarettes) is strictly limited to labelled outdoor Designated Smoking Areas (DSAs) which are equipped with tobacco receptacles and identified by physical delimitations.
3. The Gary W. Harris Canada Games Centre outdoor grounds (including pathways, sidewalks, patio areas, landscape areas, playing fields and entranceways) is designated tobacco and smoke free (inclusive of e-cigarettes).
4. The selling of tobacco, e-cigarettes or any smoking products on campus is prohibited.
5. Smoking and tobacco cessation support and services are available to the RDC Community. Further information or assistance can be obtained from Health, Safety and Wellness.
6. Corrective measures may be necessary in instances where activities are in contravention of this policy or other relevant legislation.
7. Smoking and tobacco use (inclusive of e-cigarettes) is prohibited in accordance with applicable legislation and local by-laws.

**PROCEDURE:**

1. RDC Community members who are found to be in violation of this policy may be subject to disciplinary action in accordance with the applicable disciplinary policy.
2. Visitors in violation of this policy will be asked to leave the RDC premises.

**OFFICER RESPONSIBLE:** Vice President, Corporate

**POLICY CATEGORY:** Non-Academic

**RECOMMENDING AUTHORITY:** Service Council

**CONSULTATION FOR REVIEW:** Service Council, Manager, Health, Safety & Wellness Centre

**POLICY REVIEW DATE:** January 2019

**EFFECTIVE DATE:** February 1, 2018

**REVISION HISTORY:** January 1, 2003 (Smoking on Campus Standard Practice)  
January 9, 2007  
February 1, 2010 (revised and renamed Tobacco Use on Campus Policy)  
February 1, 2018 (revised and renamed Smoking and Tobacco Use)

**RELATED POLICIES:**

- Employee Code of Conduct
- Health and Safety
- Student Misconduct: Academic and Non-Academic

**CONNECTION TO BOARD POLICIES:**

All RDC policies support relevant Board of Governors policies.

## Tobacco

**RDC Health, Safety & Wellness Centre will assist you in Tobacco Reduction and cessation. We offer:**

- Non-judgemental support and guidance through the quitting process
- Information for those who would like to quit smoking or use of other tobacco products
- Education and materials around tobacco reduction and cessation
- Nicotine Replacement Therapy products

Designated Smoking Areas

### **Additional Resources & Links**

- Alberta Quits 1.866.710.QUIT (7848)
- Become Smoke Free 1.866.717.2673
- Canadian Cancer Society 1.866.939.3333
- Benefits of Quitting
- Health Canada: On the Road to Quitting
- Managing your Withdrawal Symptoms/The Lung Association
- Nicotine Replacement Therapies

## Other Drug Use

Commonly Abused Drugs and their harmful effects.

## Resources

### **Addiction Helpline, Alberta Health Services**

1.866.332.2322 (24 hours) across Alberta

<http://rdc.ab.ca/current-students/facilities-services/health-safety-wellness-centre/addiction-information#Tobacco>



# Residence Handbook

2017–2018



# Behaviour and Community Standards

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## Alcohol and Drugs

### Open Alcohol

Residence Tenants of legal age may consume alcohol inside units within Residence. Alcohol consumption outside of the front door of a unit is not permitted. Open alcohol is prohibited outside of units or on campus. Please note that you may face disciplinary actions or potential fines for open alcohol.

### Parties or Social Gatherings

Tenants are permitted to having small controllable get-togethers in Residence. Large out-of-control parties are not permitted. Tenants are ultimately responsible for the actions of any guests at their unit. Advertisement of any form (including social media, posters, etc.) is not permitted for any party.

### Underage Drinking

Students and tenants must abide by all Federal and Provincial legislation and College policy. The legal drinking age is 18 years of age.

### Illegal Drugs and Substances

Tenants and students are prohibited from possessing, using, selling or distributing drugs and illegal substances within Residence and on-campus which are in contravention of the Controlled Drugs and Substance Act of Canada. Possession of drugs unexplainable by medical documentation are strictly prohibited. Circumstances may lead to eviction from Residence and will involve an investigation from Residence and RDC.

We at RDC and Residence understand that you or your guests may make decisions when it comes to drugs that are in violation of this standard. We believe in safety above all. If you or a guest are experiencing negative effects caused by an illegal drug please contact security or the RA-On-Call immediately. We are able to provide assistance to EMS. If you call Security or Residence Staff for assistance you will NOT face eviction from Residence.

## Drug Paraphernalia

Drug paraphernalia are not permitted in Residence. This includes but not limited to: grinders, bongs and pipes. Drug paraphernalia is any equipment, product or material of any kinds which is intended or designed for use of an illegal substance.

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## Guests

We want you to share the Residence experience with your friends and family! However, we want to make sure that this is a positive experience for everyone.

Tenants may have guests if:

- They have the permission of all current roommates
- They are present and able to escort their guest around
- Agree to take full responsibility for any actions of their guests inside and outside of the unit while on campus
- Have not had guests over for more than 5 nights within that month

Guests may be asked to leave RDC property and Residence if they do not follow current RDC policy, rules and behavioural standards.

### Concerns with Guests

If you have concerns about guests, you should contact your RA, RLC or Campus Security.



*In a community,  
we have an  
understanding of  
shared accountability  
and mutual respect for  
everyone*

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## Community Respect

Every tenant has the right to a safe and nuisance free living environment.

### Noise

All tenants and guests must observe Residence Quiet Hours at all times unless otherwise stated.

- Sunday – Thursday 11:00 p.m. – 8:00 a.m.
- Friday – Saturday 1:00 a.m. – 8:00 a.m.
- Exam Period – Dates will be posted for 24 hour quiet period. No warnings will be issued during exam periods.

Tenants are expected to maintain a reasonable level of sound at all times.

### Responsible Behaviour

Tenants are reminded to act responsibly at all times. Actions that adversely affect themselves, others or the community as a whole may result in disciplinary action.

### Pranks

Activities or events that constitute a prank which are deemed as inappropriate, disruptive, potentially offensive or dangerous are prohibited in Residence.

### Cooperation with Staff

Tenants and guests are required to follow the direction of any Residence, Security, or College Staff member that is acting within the scope of their position. Requests may include but not limited to:

- Compliance with verbal/written requests
- Providing appropriate ID
- Meeting with staff members for an incident report or discipline meeting

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## Safety and Security

### Fire Safety

#### Failure to Evacuate

During any fire alarm at the college or within Residence Tenants are required to leave their units and report to a muster point. The closest Muster Point is provided on the Evacuation route posters in each unit. Failure to evacuate may result in a behavioural standards violation.

#### Flammable Materials

Possession of flammable or explosive material is not permitted in any Residence Unit. This may include but not limited to fireworks, propane tanks, motorbikes or gasoline. BBQs are allowed on the porch areas of the Cluster and Block areas. Please make sure that these BBQs do not damage siding and are moved off of sidewalks.

#### Fire Safety Equipment & Fires

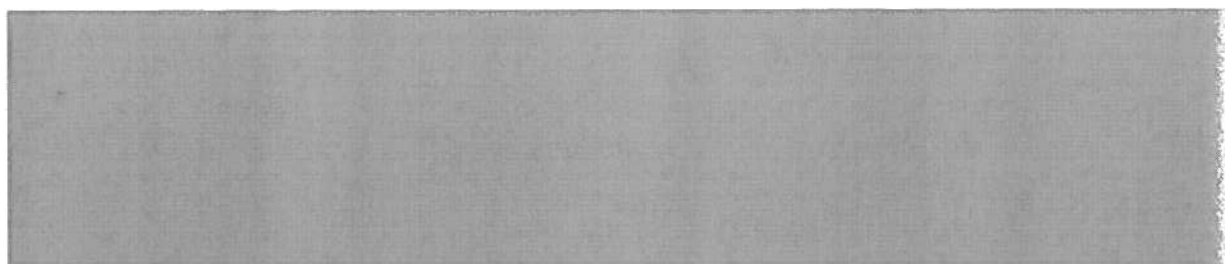
Discharging, tampering or operating any fire prevention or detection equipment for any purpose other than the control of a fire is strictly prohibited. Such equipment includes fire extinguishers, pull stations, and smoke/heat detectors. Any use or tampering of fire prevention equipment will result in a \$400 fine. Inappropriate usage or intentional starting of fires may result in immediate eviction from Residence.

#### Smoking

We are a smoke-free community. If you choose to smoke, please do so at least 9 meters from any entrance. Smoking in your unit will result in disciplinary action. Please inform your guests, as you are responsible if they are found to be smoking inside your unit. Do not discard your cigarette butts on the ground as this is toxic to our environment. Devices that simulate smoking including but not limited to electronic cigarettes and hookahs may be stored, but not used indoors.

#### Candles

Someone must be present at all times when a candle is burning in your unit. Also, all candles must be in non-combustible containers and away from flammable material. Candles must be firmly placed in a non-tip container designed to catch all wax drippings.





## Residence Discipline

### Process

What happens if I or my house violate(s) a community or behavioural standard?

We will talk with you! When a behaviour or incident occurs you may be expected to talk with the Residence Life Coordinator, Residence Manager and potentially Security. One or all will talk to you about the incident/behaviour and ask that you make adjustments to prevent this behaviour from impacting others in a negative way.

**Work to Find a Resolution.** If a situation or incident is resolved quickly in the moment there may be no need for future follow up. If however, a situation warrants further disciplinary action a resolution may be required.

### Behavioural Standards

Any behaviour that adversely affects a person's rights (student or staff), or is damaging to personal or College property, is subject to disciplinary action against the person(s) involved. Disciplinary action may include a verbal or written warning, a monetary fine, Residence probation and/or eviction.

The following is a list of behaviours may result in disciplinary action (violations are not limited to the following list):

- causing a disturbance
- excessive noise
- violation of quiet hours policy
- littering
- guests staying longer than 5 nights per month
- water or food fights in hallways or units
- using back stairwells (these are fire exits only)
- going in or out windows, or removing screens
- having open alcohol in a public place
- smoking in undesignated areas
- allowing a banned student into your unit
- leaving bags of garbage in stairwells, outside and on porches
- pulling a fire alarm without due cause
- possession of furniture from common areas
- possession of a pet or animal
- excessive lockouts (more than two)
- prying open locked doors
- minor damages/vandalism
- leaving guests unattended in a unit
- smoking in your unit
- any form of advertising for parties or large gatherings

Please visit [rdc.ab.ca/residence](http://rdc.ab.ca/residence) for more information regarding living in Residence and our behavioural standards. Any first time violation of the Behavior Standards or any other violations can result in a verbal warning or a written warning. Further violation of the Behavioural Standards following a verbal or written warning may result in a violation ticket against the person(s) involved. Red Deer College Residence retains the right to issue a violation ticket without a previous warning depending on the severity of the violation.

### Possible Outcomes

#### Behavioural Contract

A set of behavioural expectations and conditions that are determined with the tenant to provide a safe campus for both the tenant and the other students/tenants.

#### Eviction

Termination of the tenants Residence Rental Agreement requiring them to vacate by a specific date if deemed necessary by the Residence department. Other conditions may be added to the eviction.

Any Resident is subject to immediate eviction in the following situations (not limited to the following list):

- vandalism— College, Residence, or property of another tenant
- tampering with safety equipment and fire extinguishers
- possession, use or selling of illegal substances (including drugs and drug paraphernalia)
- theft of College, Residence or personal property of another tenant
- assault towards another student or staff member • harassment, coercion, or intimidation of a student or staff member
- possessions of weapons (guns, knives, swords, pellet/air guns, etc.)
- break and entry
- possession of kegs, either full, empty or partially full
- repeated violations of the Residence Behavioural Standards
- allowing banned residents into your unit

Evictable offences may also result in prosecution by the authorities and/or a ban from the RDC Residences.

- Evictable offences may also result in a \$50 - \$100 fine.
- Evictions come with a minimum (2) year ban from Residence from the Eviction date.

#### Monetary Sanctions

Fines that are assessed on a tenant's RDC account are added to the Tenants Association accounts for future Residence events and programming.

#### Violation of Behavioural Standard Fines:

- Any form of advertising for parties \$30 (min) +
- Evictable offenses \$50 - \$100+
- Excessive lockouts (3 or more) \$30 +
- Excessive noise or causing a disturbance \$20 - \$60
- Garbage not disposed of properly \$30
- General damages/vandalism \$20 (min) +
- Going in/out of windows, removing screens \$30 +
- Leaving guests unattended in unit \$50 +
- Littering \$20 - \$50 +
- Open alcohol \$50 - \$80 +
- Out of control parties \$50 - \$100 +
- Possession of a pet or animal \$50 +
- Possession of common area furniture \$40-\$100 and any applicable damages or repairs
- Prying open locked doors \$100 +
- Radio/alarm left on (3 or more times) \$30 +
- Smoking in Residence Common Areas \$50
- Smoking in your unit \$250 +
- Using Disabled Wing (when not living in Disabled Wing) \$40 +
- Using Fire Escapes (in Towers) \$100
- Violation of overnight guest policy \$50 +
- Violation of the quiet hours policy \$20 - \$60
- Water and/or food fights in hallways or units \$20 - \$50 +
- A (+) indicates that further disciplinary action accompanies the monetary fine. Further disciplinary action may include (but is not limited to) further monetary fines if violation persists, Residence probation, eviction, housekeeping charges, and maintenance charges.

#### Notice

Written and Verbal Notice may be provided to a tenant regarding unacceptable behaviour within Residence. Generally these notices will be used for issues of less serious nature and will be added to the tenants Residence file.

#### Residence Probation

Following an incident of a serious nature or an accumulation of minor offences, a tenant may be placed on probation. Residence probation means that if the tenant is involved in any future incidents where they or their guests violate the Residence Behavioural Standards, it can result in their eviction.

There is a subsection of Residence Probation which is called Residence Party Probation. Residence Party Probation will have conditions placed on the tenant(s)/unit that will limit the number of guests allowed in the unit at any given time.

#### Denial of Readmission and Residence Bans

If you are applying to live in Residence for a subsequent year, you can be rejected based on previous behaviour, damages and/or lack of cleaning during the year and/ or at move-out. Note: all Residence evictions will have a minimum 2 year Residence Ban from the Eviction date.

#### Transfer

When necessary, Residence management and the RLC may deem it necessary to reassign a tenant to an alternative residence room (room costs will be applied).

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## Individual & Process Protections

### Appeals

You have the right to question, receive explanations for and seek to change decisions made by administrators and staff of Residence. To apply for an informal appeal, a written statement must be presented to the Residence Manager within three business days of being notified of the decision

- Residence Appeals Policy Standard Practice
- Residence Appeals Policy

### Standard of Proof

The model used within RDC Residence is a balance of probabilities. If, after all credible information has been heard, Residence management personnel involved believe that the incident is more likely to have occurred than not and there is reasonable proof that the person(s) responsible can be determined, and then the standard of proof has been met.

### Prior Behaviour

A tenant's prior behaviour (as documented) is considered when outcomes are issued. Outcomes are progressive as violations occur.

## Campus Services & Other Information

### Financial Aid

The Student Funding and Awards office has information on student loans, grants and appeals, the Emergency Loan Fund, the RDC bursary and funding from the Student Finance Board. For more information, drop by the Student Funding and Awards office or call 403-342-3254.

### Health, Safety and Wellness Services

The Health, Safety and Wellness Centre is located in Room 901 and is open 8:30 am until 4:30 pm, Monday to Friday. A registered nurse is there to welcome you. A complete physician consultation is available in a clinical setting on Thursdays.

Please remember that your Personal Health Number must be presented before seeing a physician.

Appointments are preferred, but drop-in can be accommodated. For more information about the services that the Health, Safety and Wellness Centre provides, drop by room 901 or call 403.342.3427.

### Counselling & Career Centre

The Counselling & Career Centre offers a variety of services (free of charge) to help ensure your success at RDC. For more information, drop by room 1402 or call 403-343-4064.

### Insurance

Insurance carried by the College does not cover your personal possessions. Under no circumstances does the College assume any obligation or responsibility for lost, stolen or damaged private property, including losses that are a direct result of structural damages or accidents. We advise that you arrange Renter's Insurance or Replacement Insurance coverage on personal possessions brought into Residence.

### Reapplying

If you want to live in Residence for the next school year, you may apply on or after October 1st. Residence staff DO NOT assume you are coming back. It is your responsibility to reapply every year.

### Canada Winter Games 2019

In February and March of 2019 Red Deer and central Alberta will welcome the nation for the 2019 Canada Winter Games. As RDC will be the home to the Athletes' Village, it is important to note that it won't be business as usual for students living in Residence in the 2018/2019 academic year.

As you move through the Residence application process for the 2018/2019 academic year, we will keep you updated on what those few weeks will look like for you. Please visit [rdc.ab.ca/residence](http://rdc.ab.ca/residence) for up to date details on the RDC Residence Accommodation Strategy or call 403-342-3237 to discuss any questions you have.



### **Phone Numbers**

Residence Administration: 403-342-3257 (8:00 am – 4:30 pm, M – F)

R.A on duty – Tower: 403-391-8433 (after office hours & weekends)

R.A on duty – Clusters: 403-391-8434 (after office hours & weekends)

R.A on duty – Blocks: 403-391-8426 (after office hours & weekends)

Campus Security: 403-342-3445 (24hr)

RCMP Complaint Line: 403-343-5575

RCMP Emergency: 911 (24hr)

Mental Health Help Line: 1-877-303-2642 (24hr)

Alberta Community & Social Services Info: 211

Shaw (internet/cable/phone): 403-340-6400

Contact us for more  
information about living in  
Residence!

**[rdc.residence@rdc.ab.ca](mailto:rdc.residence@rdc.ab.ca)**  
**403.342.3257**

