

 <p>Policies & Procedures Manual</p>	# Pages: Page 1 of 2	Policy Number: AD-01-04
	Approved by: President's Council	
Section: ADMINISTRATION - GENERAL Title: SMOKE and TOBACCO FREE ENVIRONMENT	Effective Date: February 14, 2019	
	Replaces: AD-01-04 No Smoking (April 16, 2014)	

POLICY STATEMENT

Smoking and the use of tobacco and smoking related products is prohibited in any of University College of the North (UCN) controlled properties, as well as UCN vehicles.

PURPOSE OF POLICY

UCN is committed to providing a safe, healthy and productive, work, educational and living environment for employees, student's, contractors and visitors.

The purpose of this policy is:

- 1) to promote a smoke/tobacco-free environment;
- 2) to ensure that UCN is compliant with Civic, Provincial and National regulations;
- 3) to provide information on resources available for UCN employees and students who currently have abuse issues and wish to quit.

DEFINITIONS

UCN Controlled Properties: refers to UCN owned properties including those leased to others as well as properties leased to UCN in which UCN has a 100% ownership interest or an exclusive lease interest.

Smoke/Tobacco-Free: means that smoking, the use of smokeless tobacco products, the use of unregulated nicotine products, and the use of electronic smoking devices (which includes e-cigarettes/vapes) is strictly prohibited on all UCN controlled properties.

Smoking: means the inhaling, exhaling, burning, or carrying of any lighted or heated tobacco product, as well as smoking substances that are not tobacco, and operating electronic smoking devices and other smoking instruments.

Tobacco Use includes inhaling, smoking, chewing, dipping, or any other assimilation of tobacco products.

Tobacco and Smoking related products means all forms of tobacco, including but not limited to cigarettes, cigarillos, cigars, pipes, hookahs, electronic cigarettes, vapes, and all forms of smokeless tobacco, but excluding nicotine gum, transdermal nicotine patches and products that, when used, mimic or simulate

smoking. Marijuana is excluded from this policy and usage is prohibited on UCN properties.

SCOPE

This policy applies to all who work, study, or visit any UCN controlled properties or who drive, or are passengers in, any UCN vehicle.

POLICY EXEMPTIONS

1. ABORIGINAL TRADITIONAL SPIRITUAL CEREMONIES

In accordance with Provincial and National regulations and with the UCN Smudging Policy (CA-01-02), nothing in this policy prohibits the use of tobacco for Aboriginal traditional spiritual ceremonies in designated areas. The designated areas are:

- a) Aboriginal Centres;
- b) Elders offices;
- c) Areas within Regional Centres as designated by the Regional Centre Coordinator in consultation with the communities.

2. DESIGNATED SMOKING AREAS

Smoking and the use of tobacco related products is only permitted in outdoor designated areas that have been clearly identified by signage which cannot be within 10 meters of all building entries, outdoor air intakes and operable windows. These areas must not impede sidewalks and/or pedestrian traffic. The designated areas are also posted on the UCN website.

Marijuana is excluded from this policy and usage is prohibited on UCN properties.

POLICY VIOLATIONS

Any individual who contravenes this policy may be subject to the relevant fines as noted within *The Non-Smokers Health Protection Act (C.C.S.M cN92)*