

SMOKING POLICY PLAIN LANGUAGE SUMMARY

Policy Statement

What is the policy?

Bow Valley College knows that smoking is not healthy. The College thinks that smoking has a bad effect on the College community and property.

Purpose

What is the policy for?

This policy **prohibits** smoking anywhere on Bow Valley College property. This includes inside the buildings, outside the buildings, and at all building doors.

When you **prohibit** something, it is **forbidden** or **not allowed**.

Scope and Compliance

Who does the policy affect?

This policy is for everybody at Bow Valley College, including visitors.

In this policy, smoking means burning something and then breathing in the smoke. **It also means making anything that looks like smoke, including vapour. This policy includes all types of E-cigarettes or anything else that puts smoke or vapour into the air.** It includes all types of pipes and holders.

All employees, learners, and contractors at Bow Valley College are responsible for knowing, understanding, and following policies and procedures.

If someone does not follow this policy there is a risk for the College. If you do not follow this policy, you will face penalties under the Employee or Learner Code of Conduct policies.

Main Objectives

What are the goals of the policy?

1. Smoking is **prohibited**:
 - 1.1. In all College locations, including public places where the College has visitors.
 - 1.2. At all outdoor spaces that belong to the College. These spaces have signs that say no smoking within a certain distance. These spaces include rooftops, patios, and green spaces.
 - 1.3. In any parking lot or parkade on College property.
 - 1.4. In any vehicle that belongs to the College.
 - 1.5. In any personal vehicle parked on College property.
2. Bow Valley College does not allow smoking at College doors. This policy follows city and provincial laws. It also follows the rules for **LEED certification** for South Campus. There are rules for how far away smokers have to be from doors and vents.
 - 2.1. At North Campus, you are not allowed to smoke within 3 metres (10 feet).
 - 2.2. At South Campus, you are not allowed to smoke within 7.5 metres (24 feet).
 - 2.3. At West Campus, you are not allowed to smoke on the patio or green space around the building.
 - 2.4. At all other College locations, you are not allowed to smoke within 5 metres (16 feet).
3. You must put out all cigarettes at the minimum distance from College entrances.
4. The College will put up no-smoking signs. No one is allowed to remove, change, or hide these signs.
5. This policy does not affect the rights of Aboriginal people for traditional ceremonies. Ceremonies may take place in the Iniiikokaan Centre in South Campus. Ceremonies must follow the Alberta Tobacco Reduction Act.
6. Campus Security will patrol no-smoking areas. They will tell smokers about this policy when necessary.

LEED Certification means that a building meets environmental requirements. Bow Valley College South Campus is **LEED Certified**.

7. College members will report anyone who is smoking in prohibited places to Campus Security.
8. If someone does not follow this smoking policy, then the policies and procedures that are connected to this policy will be used.
9. The College wants to improve the health of College employees. All College employees can participate in the Employee and Family Assistance Program. This program can help you quit smoking or other addictions. You can find information about this program on MyCampus. Learners can get help to quit smoking too. Learners can get help through <http://www.mystudentplan.ca/bowvalley/en/mywellness/resources>

Definitions

Smoking: Smoking means burning something and breathing in the smoke. It also means making anything that looks like smoke, including vapour. Smoking includes all types of E-cigarettes or anything else that puts smoke or vapour into the air. It includes all types of pipes and holders.