



Smoke-Free Campus

Institutional Manual

Approving Authority: President (Vice-Chancellor) Established: October 1, 2018

Date of Last Review/Revision: June 28, 2024

Office of Accountability: Executive Director, Finance and Administration

Administrative Responsibility: Executive Director, Finance and Administration

1. Policy Statement

St. Jerome's University (the "University") is committed to advancing health and societal well-being. Promoting a healthy and safe environment is integral to the personal, professional, and academic growth of students, academic staff, administrative staff, and visitors, and extends to the health and wellbeing of the members of its community and the communities we serve. St. Jerome's University is committed to leading the promotion of health, wellbeing, and safety of students, academic staff, administrative staff, and visitors to our campus. This policy and its educational efforts are intended to model a healthier and cleaner campus environment. This policy is not intended to limit the use of tobacco products for traditional or spiritual ceremonies.

As a smoke-free environment, the University is an environment that promotes health and wellness, and ensures students, academic staff, administrative staff, and visitors are not exposed to the harmful effects of smoking. Accordingly, the University does not permit smoking, or the use of tobacco, cannabis, or other products that produce smoke and/or vapour, in any University-owned or leased building or vehicle, on University property, or in any vehicle while on University property, as outlined in the "Definitions" section.

2. Scope

This policy applies to all members of the University community on university property including but not limited to students, employees, Board of Governors, guests, visitors, volunteers, contractors, invited officials, and designates representing the University.

3. Definitions

- 3.1. "Smoking"** shall mean the act of smoking or holding a smoking device, for the purpose of burning, vaporizing, inhaling or exhaling any substance.
- 3.2. "Tobacco Product(s)"** shall mean any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipes, hookah (waterpipe), shisha, snuff, chew, dip, bidis, blunts, clove cigarettes, or any other preparation of tobacco.
- 3.3. "E-Cigarette"** shall mean a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled or consumed by the user of the device, whether or not the vapour contains nicotine or cannabis.

- 3.4. **“Smoking Device”** shall mean a cigarette, cigar, pipe, hookah, vaporizer, or other apparatus used for smoking substances, including e-cigarettes.
- 3.5. **“Smudging”** shall mean an Indigenous practice of the burning of certain herbs, including tobacco, in order to create a cleansing smoke which is used to purify people as well as ceremonial and ritual spaces, tools and objects.
- 3.6. **“University Property”** shall mean all real property owned and/or under the operational control of the university, inclusive of buildings, outdoor spaces, learning places, public places, and workplaces.
- 3.7. **“Vehicle”** shall mean any and all modes used for transporting people or goods, such as a car, golf cart, truck, bus.
- 3.8. **Visitor** shall mean anyone attending on university property who is not a student or employee. For clarity, this includes independent contractors as well as individuals or groups renting or otherwise using university property or university owned and/or operated vehicles.

4. Framework for Application of this Policy

- 4.1. This Policy will be interpreted in accordance with the Smoke-Free Ontario Act, S.O. 1994, c.10 (“SFOA”) and Regulation 48/06, the Ontario Human Rights Code, R.S. 1990, c.H.19 (“OHRC”), Electronic Cigarettes Act, 2015, S.O. 2015, c.7, Sched.3, Cannabis Act, S.C. 2018, C.16 (Federal) and Cannabis Act, 2017, S.O. 2107, c.26 (Ontario) and Regulation 325/18, as amended from time to time.
- 4.2. All events, including conferences hosted on property-owned, rented or leased by the University located on or off campus are subject to this policy.
- 4.3. The use of nicotine replacement therapy products, e.g. patches, for use in treating nicotine or tobacco dependence are permitted by the Policy.
- 4.4. Burning traditional and sacred products such as tobacco, sweet grass, or incense, for traditional or spiritual ceremonies (“smudging”) are exempt from this policy. Requests to hold traditional or spiritual ceremonies where burning such products is involved can be made in writing to the Director, Facilities . Approval for these requests will be granted to St. Jerome’s University community members in writing no later than 5 days after the request is received.
- 4.5. Those smoking or using tobacco products in areas surrounding the University are expected to avoid littering, and to respect municipal by-laws and provincial legislation. They are asked to be considerate of neighbouring residents, businesses, and institutions.
- 4.6. The University prohibits the promotion, advertising, or sale of any tobacco products or related paraphernalia on University-owned, rented or leased property.
- 4.7. In addition, and in accordance with the federal Tobacco Act, corporate tobacco sponsorship of University events or groups is prohibited.
- 4.8. Notwithstanding an Academic Staff’s Academic Freedom, the University and its employees and retailers operating in buildings owned, rented or leased by the University are prohibited from entering into contractual agreements with tobacco companies or companies that promote tobacco.

5. Roles and Responsibilities

Reasonable care and diligence shall be exercised to prevent contravention of the laws of Ontario and this Policy.

The University has identified roles and responsibilities as follows:

- 5.1. The Executive Director, Finance and Administration is responsible for ensuring that the parties or party responsible for the day-to-day implementation and enforcement of this Policy fulfill those responsibilities accordingly; and for monitoring this Policy and for ensuring compliance.
- 5.2. Supervisors will ensure their employees are notified of the Policy, provide the resources and support necessary to ensure compliance with this Policy, and take appropriate administrative action for noncompliance with the Policy. They will also provide direction to cessation support services when requested by employees.
- 5.3. All departments that engage in drafting and executing contracts are responsible for ensuring that their contracts for third-party work (contractors) on University property clearly state that the University is a smoke-free environment. The Executive Director, Finance and Administration can assist with drafting and negotiating the proper contract language.
- 5.4. Community members are responsible for being in compliance with this Policy and are encouraged to communicate this Policy to other community members including but not limited to guests, visitors, event attendees. The success of this policy is dependent upon the courtesy, respect, and cooperation of community members, not only to comply but to continue to encourage the compliance of others.
- 5.5. Smoke-free signage will be posted and maintained throughout the University's property. The type and location of signs shall comply with legislative mandates and the goals of the Policy. Requests for additional signage will be considered and addressed as appropriate.
- 5.6. Student Affairs will ensure health promotion efforts are undertaken with respect to cessation and supports for students. They will also provide direction to cessation support services when requested by students.
- 5.7. Human Resources will ensure health promotion efforts are undertaken with respect to cessation and supports for employee groups. They will also provide direction to cessation support services when requested by academic staff and administrative staff.

6. Supports

Students are encouraged to contact [Campus Wellness](#) or review [University of Waterloo's Smoke-Free Waterloo](#) to learn more about smoking cessation programs and resources on campus.

Smoking cessation support is provided for academic staff and administrative staff through the [Employee and Family Assistance Program](#).

The [Ministry of Health](#) provides a comprehensive list of resources for any individual look for support to quit smoking.