

POLICY:  <b>Smoke Free and Vape Free Policy</b>		POLICY NUMBER: <b>AM-013-A1</b>
		PREVIOUS/REPLACES: <b>Updated October 8, 2021</b>
APPROVED BY: <b>Executive Committee</b>	EFFECTIVE DATE AS OF: <b>November 1, 2021</b>	PRIOR VERSIONS: <b>July 9, 2021</b>

## 1. Policy Statement

Herzing College is committed to providing a smoke-free and vape-free environment that contributes to the wellness of its employees, students, and communities, and complies with provincial and municipal regulations.

## 2. Scope

1. Herzing College recognizes the hazards posed by cannabis smoking, exposure to secondhand tobacco smoke, and the fumes and vapours emitted from devices such as e-cigarettes.
2. This policy applies to all employees, students, contractors, and visitors while on Herzing College property, or in Herzing College owned or leased vehicles.
3. This policy applies to all substances that are consumed by smoking. For the purposes of this policy, smoking is defined as:
  - a. Any substance which is burned, and the resulting smoke is to be breathed in to be tasted or inhaled, including tobacco and cannabis.
  - b. Includes all types of E-cigarettes or any other device which emulates the act of smoking and produces airborne contaminants.
  - c. Includes all forms of pipes, holders, instruments, etc. used for similar purposes.

## 3. Policy Content

1. Smoking is prohibited on any Herzing College property:
  - a. Except for tobacco smoking and use of e-cigarettes (excluding cannabis) as expressly permitted in designated smoking areas.
  - b. Unless an individual is accommodated by the College to smoke medically prescribed cannabis, and in this case only in the location designated in the accommodation.
  - c. Within any College owned or leased vehicles or in personal vehicles on college property.
  - d. While attending any off-campus Herzing College sponsored event unless expressly permitted by the owner of the venue.

2. Those smoking in areas surrounding College property are expected to respect all neighboring properties, related by-laws and provincial legislation related to smoking of tobacco and cannabis.
3. Policy Compliance
  - a. All college personnel are authorized to enforce this policy. As such, staff will issue a verbal notice of non-compliance to be forwarded to campus administration for action.
  - b. Employees who are noncompliant are at risk of discipline up to and including termination of employment. Students who are non-compliant are at risk of discipline up to and including termination from the College.
  - c. The severity and immediacy of a compliance breach is determined foremost through the safety lens using the “fit for duty” and “fit for learning.”
4. Policy Success Factors
  - a. A consistent approach to implementation of this policy will be required across all departments of the College.
  - b. The Campus President and department heads will be expected to ensure the policy is implemented in a manner that is respectful.

## 4. Administration

The Campus President will oversee the administration and enforcement of this policy.

## 5. Review

This policy will be reviewed as required by the Executive Committee in 2026.