

University of Prince Edward Island	Policy No. admhrdohs0007	Revision No. 1
Policy Title: Tobacco Use Policy		Page 1 of 4
Creation Date: June 19, 2007	Version Date: January 26, 2017	Review Date: January 26, 2022
Policy Approval Authority: UPEI Board of Governors	Designated Executive Office: Vice-President, Administration and Finance	Access: W

1 Purpose

- 1.1 To provide a safe and healthy working and learning environment for students, faculty, staff, contractors and visitors.

2 Scope

- 2.1 This policy applies to all students, faculty, staff, contractors and visitors of the University of Prince Edward Island and all University facilities and property.

3 Responsibilities

- 3.1 This Policy is authorized by the Board of Governors.
- 3.2 The development, maintenance and administration of this Policy is the responsibility of the Vice-President, Administration and Finance.
- 3.3 The UPEI Healthy Campus committee, with the assistance of Marketing and Communications, shall be responsible for developing a communication, educational and promotional campaign to support the implementation of this policy, including the promotion of cessation and other social supports.

4 Definitions

In this Policy,

- 4.1 **Campus** means the University campus located at 550 University Avenue, Charlottetown, Prince Edward Island, or any other grounds or buildings of the University.
- 4.2 **Electronic smoking device** means an electronic or battery-operated device used or intended to be used to deliver vapourized solutions by inhalation from the device in a manner that resembles smoking tobacco, such as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic waterpipe, as defined by the *Smoke-free Places Act*, R.S.P.E.I. 1988, c S-4.2.
- 4.3 **Smoke**, as a verb, means to smoke, utilize, hold or otherwise have control over
- 4.3.1 An ignited tobacco product, or
- 4.3.2 An operating electronic smoking device, waterpipe or other device or instrument

used or intended to be used to deliver vapour or smoke by inhalation from the device in a manner that resembles smoking tobacco, as defined by the *Smoke-free Places Act*, R.S.P.E.I. 1988, c S-4.2

- 4.4 **Tobacco product** means a product manufactured from tobacco and intended to be smoked, as defined by the *Smoke-free Places Act*, R.S.P.E.I. 1988, c S-4.2
- 4.5 **University** means the University of Prince Edward Island.
- 4.6 **University community** means the students, staff and faculty of the University, and visitors on Campus.
- 4.7 **Waterpipe** means an instrument used or intended to be used to smoke tobacco or other products, in which smoke generated during its operation passes through a liquid before it may be inhaled from the instrument, as defined by the *Smoke-free Places Act*, R.S.P.E.I. 1988, c S-4.2.

5 Policy

Smoke-free Campus

- 5.1 No person shall smoke on campus or any other University owned or leased property, including all outdoor, indoor or other enclosed space.
- 5.2 No person shall smoke inside any motor vehicles owned or leased by the University.

Other Prohibitions

- 5.3 All forms of tobacco advertising, promotion, sales or distribution on campus are prohibited, including campus newspapers, radio, electronic messaging using the University computer network, and signage at campus bars. The distribution of tobacco-related products and paraphernalia with tobacco logos is also prohibited.

Signage

- 5.4 The University will post signage indicating that smoking is not permitted on campus in accordance with the *Smoke-free Places Act*, R.S.P.E.I. 1988, c S-4.2.
- 5.5 Any signage must be approved by the Vice-President, Administration and Finance prior to being posted.

Exceptions

- 5.6 The Director, Facilities Management may make limited exceptions to this Policy in order to accommodate the use of tobacco product in connection with indigenous culturally significant celebrations formally conducted on campus. In order to receive an exception to

this policy, application must be made to the Vice-President Administration and Finance providing justification for the exception.

Enforcement/Non-Compliance

- 5.7 Any complaint of violation of this policy may be reported to Security Services for enforcement.
 - 5.7.1 Security Services shall advise the offending party of the policy and ask the offending party to comply with the policy or leave campus.
- 5.8 Non-compliance of this policy will be handled through existing disciplinary processes. The name of the offending party will be forwarded, as follows, for the appropriate response:

Offending Party	Responsible Party
Student	to the Manager of Student Services
Staff	to the Manager of Human Resources, who will forward the complaint to the appropriate Director
Faculty	to the Manager of Human Resources, who will forward the complaint to the Vice-President, Academic and Research
Visitors	to the department or unit being visited
Contractors	to the Vice-President, Administration and Finance

6 Effective Date

- 6.1 This Policy is effective as of September 1, 2017 (“Effective Date”). The current Tobacco Use Policy will remain in effective until the Effective Date.

7 Review

- 7.1 This policy will be reviewed every five (5) years.

RELEVANT LEGISLATION

Smoke-free Places Act, R.S.P.E.I. 1988, c S-4.2
Smoke-free Places Act, R.S.P.E.I. 1988, c S-4.2, General Regulations.