

# Non-Smokers' Rights Association Smoking and Health Action Foundation

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March 2011

## Sample Comprehensive Tobacco-Free Campus Policy

### ***Introduction***

*[University/College]* is committed to the prevention of illness and injury through the provision and maintenance of healthy and safe conditions on its premises and due diligence in its activities.

*[University/College]* endeavours to provide a healthy and hazard-free environment and minimize risks by adherence to all relevant legislation, and where appropriate, through the development and implementation of additional internal standards, programs and procedures.

*[University/College]* recognizes scientific evidence indicating that tobacco products are harmful to one's health and to the health of others through exposure to second-hand smoke. Tobacco use, such as smoking and chewing, can cause many illnesses such as cardiovascular and respiratory diseases and cancer. In fact, cigarette smoking is the leading cause of preventable death and disability in Canada. Non-users exposed to second-hand tobacco smoke can also incur illnesses such as asthma, bronchitis, cancer, chronic pulmonary and cardiovascular diseases.

The *[University/College]* recognizes tobacco as an addictive substance and is committed to delivering programs and education aimed at providing protection from second-hand tobacco smoke while supporting those addicted to nicotine with access to cessation services such as counseling and medications.

### ***Purpose***

The purpose of this policy is to:

- Provide physical protection from second-hand tobacco smoke and protection from social exposure to tobacco products;
- Promote and provide smoking cessation support to members of the campus community;
- Prevent smoking and tobacco use initiation, and promote a tobacco-free lifestyle;
- Reduce the ability of tobacco companies to normalize tobacco products and tobacco use;
- Communicate smoking and tobacco use restrictions; and
- Reduce fire risks

## Scope

This policy applies to *[University/College]* employees, students, visitors, contractors, independent operators and others, on all *[University/College]* owned, rented or leased property, including vehicles. All events, including conferences hosted on property owned, rented or leased by *[University/ College]* located on or off campus are subject to this policy.

*[University/College]* respects and supports on-campus ceremonial use of sacred tobacco by members of the Aboriginal community. Such use of sacred tobacco does not fall within the scope of this policy, but notice of its use on campus must be given to *[University/College]* administration X days in advance.

## Definitions

**Tobacco** – defined as all products derived from or containing tobacco that can be either smoked or used orally, but does not include nicotine replacement therapy.

**Smoking** – defined as inhaling, exhaling, burning or carrying a lighted cigarette, cigar, pipe, hookah or other apparatus used to smoke tobacco.

**Smokeless tobacco** – defined as tobacco that is not smoked but used in another form (e.g. chewing tobacco, snus, snuff, etc.).

## Policy Statements

### Part 1: Outdoor Designated Smoking Areas (DSAs)<sup>1</sup>

Except in outdoor DSAs, smoking and the use of smokeless tobacco are prohibited on campus, including all properties and vehicles owned, rented or leased by *[University/College]*.

DSAs are located 9 metres away from building entranceways, air intakes, operable windows, loading docks and flammable or combustible materials. These restrictions may be expanded for any special or environmental concern. DSAs include easily recognizable signage and ashtrays, and possibly seating and shelter.

Locations of DSAs are identified on campus maps that are located in *[key locations]*; posted at all entrances to buildings; available on the Environment, Health and Safety and the Campus Security websites; indicated in student handbooks, etc. Signs at building entrances and the main points of entry to the campus shall indicate smoking is only allowed in DSAs.

For the first two weeks of each semester, notices will be posted [e.g., internal TV monitors, campus newspapers, e-newsletter, etc.] informing staff and students of the

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<sup>1</sup> Some campus administrations have considered banning smoking and the use of tobacco products everywhere on the property—with no outdoor DSAs. Although this is certainly the ideal policy, practical considerations including safety and size of the campus have led many to opt for outdoor DSAs instead.

existence and location of DSAs. In addition, the [University/College] security personnel will patrol the campus informing smokers of the DSA policy and asking non-compliant smokers to relocate to the nearest DSA.

[University/College] Security will monitor [key areas where smoking occurs] and entrances up to [X] hours per week asking non-compliant smokers to relocate to a DSA. Staff, faculty and administration will be sent annual reminders to educate students regarding the location of DSAs. Campus tours, orientation day activities and resource packages for new students will include information regarding DSAs.

The *Leave The Pack Behind* team, coordinated through Student Health Services, will recognize smokers using DSAs with positive reinforcements and provide friendly reminders and information to students smoking in areas other than DSAs.

## **PART 2: Sale and Promotion of Tobacco Products**

[University/College] prohibits the promotion, advertising, or sale of any tobacco products or related paraphernalia on [University/College] owned, rented or leased property. In addition and in accordance with the federal *Tobacco Act*, corporate tobacco sponsorship of [University/College] events or groups is prohibited.

Student government and its employees, [University/College] and employees and retailers operating in buildings owned, rented or leased by [University/College] are prohibited from entering into contractual agreements with tobacco companies or companies that promote tobacco.

## **PART 3: The provision and promotion of cessation resources and services to all students, faculty and campus staff.**

Employees: Smoking cessation support is provided for any employee of [University/College] in the form of counseling through the Employee Assistance Program and smoking cessation medication coverage in employee health plans.<sup>2</sup> Employees will be informed of the availability of these options on a regular basis throughout the year.

Students: All students can get smoking cessation assistance and support through Student Health Services and *Leave The Pack Behind* ([www.leavethepackbehind.org](http://www.leavethepackbehind.org) – currently only available in Ontario). Smoking cessation medications (prescription and over-the-counter) are covered in student health insurance plans. Students will be informed of the availability of these options on a regular basis throughout the year.

## **PART 4: Participation of Tobacco Companies in Job Recruitment Fairs**

Companies that manufacture, distribute or sell tobacco products are excluded from participating in campus career fairs and other recruitment activities.

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NOTE: It is very beneficial and cost effective to provide coverage of medications including both prescription and over-the-counter nicotine replacement therapies (NRT including the patch, gum, lozenge or inhaler) in health insurance plans. *Leave The Pack Behind* can provide your institution with resources such as ‘*Smoking Cessation in the Workplace: A Guide to Helping Your Employees Stop Smoking*’ and ‘*Butting Out To Raise The Bottom Line*’. These resources address assessment of needs for smoking cessation within an employee group and a cost/benefit analysis to assist employers in their decision-making.

## **PART 5: Contracts with Tobacco Companies**

*[University/College]* will not knowingly accept funding or other forms of support, including research grants, staff positions, or student scholarships, from tobacco companies or from any agencies or foundations in which the tobacco industry has an influence, either directly or indirectly.

## **PART 6: Investments in Tobacco Companies**

*[University/College]* will not invest, directly or indirectly, in any tobacco company. Any existing holdings in a tobacco company will be divested within *[amount of time to be defined]*.

## ***Enforcement and Penalties***

Smokers must use DSAs and the garbage bins/recycling containers provided in the DSAs. Failure to do so may result in disciplinary action, the issuance of a ticket and/or, in the case of misuse of the DSA, the removal of that DSA. Disciplinary action includes invoking the “Student Rights, Responsibilities and Discipline Policy” or the “Employee Discipline Policy and Procedure”.

Issuance of tickets will occur as follows. After the education period each semester, tickets will be given to individuals who are smoking or using tobacco in places other than DSAs. First offense will result in a ticket for \$25 with a financial incentive to pay it early. Subsequent offenses may result in fines up to \$100. For infractions by students, student accounts will be charged the ticket amount and, as with other account charges, the ticket must be paid by the end of the year for marks to be released. Support, academic or administrative staff who are found smoking in a non-smoking area will be subject to disciplinary action under the terms of the collective agreements or terms and conditions of employment.

## ***Reprisals Prohibited***

Disciplining, penalizing, constraining, dismissing, intimidating or suspending employees for complying with – or for asking others to comply with – this policy is prohibited (University of Ottawa, Non Smoking on University Premises, 2007 - [http://web5.uottawa.ca/admingov/policy\\_58.html](http://web5.uottawa.ca/admingov/policy_58.html)).

## ***Exceptions***

No exception may be made to this policy without the written consent of the Administrative Committee (University of Ottawa, Non Smoking on University Premises, 2007 - [http://web5.uottawa.ca/admingov/policy\\_58.html](http://web5.uottawa.ca/admingov/policy_58.html)).

## ***Appeals***

### **Option A:**

*[University/College's]* right to enforce its smoking policy cannot be appealed. If there are extenuating circumstances pertaining to a smoking violation, the enforcement process

will be according to the respective collective agreements, terms and conditions of employment, or Policy on Unacceptable Conduct for Students (Nipissing University Smoking Policy, 2007 [www.nipissingu.ca/administration/SmokingPolicy.asp](http://www.nipissingu.ca/administration/SmokingPolicy.asp)).

## **Option B:**

“In the case of students the appeal process outlined in the Student’s Rights and Responsibility Policy will apply and in the case of employees the appeal may be made to the Director of Human Resources or [his/]her designate” (Carleton University, 2008 - [www2.carleton.ca/secretariat/ccms/wp-content/ccms-files/Smoking-on-Campus-Policy.pdf](http://www2.carleton.ca/secretariat/ccms/wp-content/ccms-files/Smoking-on-Campus-Policy.pdf)).

## **Honour System**

Some campuses have chosen not to fine people for smoking outside DSAs, but it has been found that, without enforcement measures, the policy is often ignored.<sup>3</sup> However, if an institution chooses to not issue tickets for infractions, the following wording could be used:

*“The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All students, faculty and staff share in the responsibility for adhering to and enforcing this policy. Violations of the policy will be treated in accordance with general campus disciplinary procedures.”*

(Adapted from ABC University Smokefree Policy, Americans for Nonsmokers’ Rights – August 2010 - <http://no-smoke.org/document.php?id=218>).

## **Right to Smoke**

There is no “right to smoke” enshrined anywhere in Canadian law. The University of New Hampshire has addressed the rights issue by including a statement in their policy that *“whenever the needs of smokers and nonsmokers conflict, smoke-free air shall always have priority.”*

(From TTAC, Campus Examples, University of New Hampshire – Model Comprehensive Policies - [www.ttac.org/services/college/campus/case\\_studies/University\\_of\\_New\\_Hampshire.html](http://www.ttac.org/services/college/campus/case_studies/University_of_New_Hampshire.html)).

## **Divestment**

Although no longer active, “Education Bringing Youth Tobacco Truths” (E-BUTT) was a Canadian student group devoted to terminating financial relationships between academia and the tobacco industry. Most notably, E-BUTT lobbied the University of Toronto and the University of Alberta’s School of Public Health to implement policies requiring divestment from tobacco industry holdings and forbidding any future purchase of stocks or acceptance of research grants and donations from Big Tobacco. To read

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<sup>3</sup>Baillie L, Callaghan D & Smith ML. Canadian campus smoking policies: Investigating the gap between intent and outcome from a student perspective. *Journal of American College Health* 2011; 59:260-264.

more about how E-BUTT did it, and to download their Divestment Kit,” visit E-BUTT online: <http://divestfromtobacco.blogspot.com>.

## ***Tobacco Industry Funding***

“The University shall not accept direct funding or other forms of support from any tobacco manufacturing company or foundations primarily funded by such companies, or agents known to be acting on their behalf”

(University of Sydney, 2003 -

[http://sydney.edu.au/senate/policies/Tobacco\\_funding.pdf](http://sydney.edu.au/senate/policies/Tobacco_funding.pdf)).

## ***Communications***

This policy will be communicated annually during student orientations, through employee and student handbooks, on the college/university website, and in other relevant publications. Key components of the policy are also shared with parents, alumni and visitors. Prospective employees should be given a copy of the policy.

“For the first month of each semester, notices about the location of DSAs will be posted on the student portal, staff intranet, [University/College] infonet, in newsletters and other internal communication methods”

(Adapted from the Sault College Health and Safety Manual – 17.00 – Campus Smoking and Tobacco Use Policy, 2010 – not available online).

## ***Cessation Services***

Offer and actively promote programs and services that include practical, evidence-based approaches to end tobacco use, including screenings through health and counseling services, free or reduced cost tobacco cessation counseling and free or reduced cost nicotine replacement therapy. Offer coverage in employee and student health insurance plans for other medications known to help people quit smoking (Adapted from the American College Health Association’s Position Statement on Tobacco on College and University Campuses -

[www.acha.org/Publications/docs/Position%20Statement%20on%20Tobacco\\_Sep2009.pdf](http://www.acha.org/Publications/docs/Position%20Statement%20on%20Tobacco_Sep2009.pdf)).

## ***Review***

This policy will be reviewed after six months and revised as required. After that, the policy will be reviewed at least every two years.

Note: It is recommended that you maintain an ongoing tobacco task force on campus to undertake regular policy reviews, field ongoing concerns about the tobacco policy, monitor compliance, and oversee enforcement and cessation services

(Recommended by the American College Health Association’s Position Statement on Tobacco on College and University Campuses -

[www.acha.org/Publications/docs/Position%20Statement%20on%20Tobacco\\_Sep2009.pdf](http://www.acha.org/Publications/docs/Position%20Statement%20on%20Tobacco_Sep2009.pdf)).