



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: SMOKE FREE COLLEGE

Procedure No.	HR-419-PR	Division	Human Resources
Supersedes	n/a	Board Policy Ref.	GP-GR-803
Related Policy	HR-419	Effective Date:	November 16, 2023 (R4)

PROCEDURES

1.0 Legislative Requirements

Legislative requirements for a smoke free workplace are found in the *Tobacco and Vapour Products Control Act*, *Smoke-free Environment Act, 2005*, and in the *Cannabis Control Act*.

2.0 Definitions

College of the North
Atlantic (CNA)
Community

A member of the CNA community under this
Policy includes, but is not limited to:

- *Affiliates*: any individual working in collaboration with CNA for a business or academic purpose or an external community member, including all CNA graduates and alumni.
- *CNA Board of Governors*: individuals forming the governing body of CNA.
- *Contractors*: any individual or company (and its employees) who provides services to CNA under a service contract (i.e., a non-employee-employer relationship) or within a CNA facility.
- *Employees*: any individual who is currently employed by CNA or provides services to

CNA under an employment contract. This includes all employees, regardless of status, as well as current employees who are on a leave of absence (paid/unpaid).

- *Students*: any individual registered in CNA programs or otherwise participating in CNA courses, programs, events, and activities. This includes prospective students and recently accepted student applicants.
- *Visitors*: any individual visiting a CNA property and/or facility.
- *Volunteers*: any individual performing work for CNA in an unpaid capacity.

Smoking To inhale from or have control over an ignited or heated product which produces smoke or vapor (including tobacco, cannabis, and electronic cigarettes).

Workplace All space controlled by CNA including, but not limited to, offices, laboratories, classrooms, libraries, workrooms, workshops, stairways, lobbies, hallways, entrances, reception areas, elevators, lounges, lunchrooms, cafeterias, washrooms as well as external grounds and parking lots of all CNA campuses and buildings.

3.0 Responsibilities

3.1 President

The President shall ensure that procedures for a smoke-free workplace and learning environment are developed and shared with employees and students of CNA.

3.2 Managers/Supervisors

Managers/supervisors are responsible for:

- Communicating the Smoke Free College Policy (the Policy) to employees under their supervision;
- Ensuring that employees understand this Policy; and
- Enforcing this Policy.

3.3 Human Resources

The Human Resources Department is responsible for:

- Maintaining a liaison with all parties responsible for managing and coordinating this procedure; and
- Developing support programs for those who wish to cease smoking.

3.4 Employees and Students

Employees and students of CNA are responsible for:

- Respecting the rights of others to attend a smoke-free place of work and learning; and
- Complying with this Policy.

3.5 Facilities Manager

The Facilities Manager will be responsible for posting signage relevant to this Policy at all CNA campuses and buildings.

3.6 Occupational Health and Safety (OHS) Manager

The OHS Manager is responsible for providing expertise and consultation with all parties involved in implementing this Policy.

4.0 Smoke-Free Guidelines

CNA community members are to:

- A. Maintain and respect smoke-free properties.
- B. Conduct all smoking activity off all CNA properties, including campuses, student residences, schools, and workplaces.
- C. Refrain from smoking in any kind of CNA owned, leased, or rented vehicles.

5.0 Communication

This Policy and procedures will be communicated through normal CNA communication methods.

Approval History

Approved by President	February 23, 2011
Revision 1	July 26, 2016
Revision 2	November 4, 2016
Revision 3	September 26, 2018
Revision 4	November 16, 2023