

**SMOKING AND USE OF TOBACCO PRODUCTS**

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| Section:     | Health, Safety and Environment (HS)   |
| Subject:     | Health, Safety and Environment  |
| Legislation: | <i>Tobacco Reduction Act (SA 2005 cT-8); Tobacco Reduction Regulation (AR 240/2007); The Smoking and Vaping Bylaw (City of Calgary Bylaw 23M2018)</i> |
| Effective:   | January 28, 2015  |
| Revision:    | September 1, 2016 (reformatted); July 1, 2018; August 12, 2020  |

**APPROVED:** \_\_\_\_\_**President and CEO****POLICY**

The policy of the Board of Governors is to commit to providing a safe, clean and healthy working, learning, and living environment for members of the SAIT community, which includes restricting smoking and the use of tobacco products on SAIT's facilities and complying with applicable federal, provincial and municipal laws regulating smoking and the use of tobacco products.

**PROCEDURE****DEFINITIONS****Electronic smoking device**

An electronic device that can be used to deliver a vapour, emission or aerosol to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.

**Facilities**

Any building, ground or area that SAIT owns, uses or occupies and that is under the jurisdiction of SAIT's Board of Governors.

**SAIT campus**

SAIT's main campus and all satellite campuses.

**SAIT community**

SAIT's governors, employees, students, contractors, consultants, agents, and volunteers.

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**Smoking**

To inhale, exhale, burn, carry, or possess lighted tobacco, cannabis or other herbal products, including cigarettes, electronic smoking devices, cigars, cigarillos, pipe tobacco, hookahs or other products capable of being smoked, or to burn, vaporize or atomize any products for inhalation including tobacco or illegal substances.

**Tobacco product**

A product composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy. It includes, but is not limited to, cigarettes, cigars, cigarillos, pipe tobacco and specialized tobacco products such as chewing tobacco, smokeless tobacco and snuff.

**GOVERNING PRINCIPLES**

1. This procedure does not apply to the use of cannabis for medical purposes, which is governed by specific SAIT rules and processes. In the case of students, these rules and processes are administered by the Office of the Registrar, in consultation with the Accessibility Services unit of the Learner and Academic Services department. In the case of employees, these rules and processes are administered by the Employee Services department. Please contact the Office of the Registrar or Employee Services for further information.
2. This procedure does not affect the rights of indigenous people respecting traditional indigenous spiritual or cultural practices or ceremonies. In those situations, exceptions to this procedure may be made for activities conducted within and under the auspices of SAIT's Chinook Lodge, provided that those activities do not involve the use of cannabis.
3. This procedure does not apply to the Nellie McClung building, currently used by the Alberta University of the Arts.

**PROCEDURE**

1. Subject to the exceptions set out in Governing Principles 1, 2 and 3, the use and/or sale of tobacco products and the use and/or sale of cannabis are prohibited:
  - a) In all of SAIT's facilities, including the SAIT student residences and the rooftops of SAIT's facilities.

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- b) In all vehicles that SAIT owns, leases or licenses, including but not limited to cars, trucks, heavy equipment machinery and aircraft.
  - c) On the SAIT campus, including in on-campus transit stations and bus shelters.
2. Appropriate signage relating to this procedure will be placed at locations that SAIT deems necessary.
  3. Organizers and attendees at public events using SAIT's facilities, including public events such as conferences, meetings, public lectures, sporting activities, social events, industry events and cultural events must comply with this procedure. Organizers of such events are responsible for communicating this procedure to attendees, and for enforcing this procedure.
  4. Persons who wish to report an infringement of this procedure shall do so by contacting SAIT Security.
  5. Infringements of this procedure will be addressed as follows:
    - a) In the case of employees, through procedure [HR.4.4.1 Corrective Action Procedures](#).
    - b) In the case of students, through procedure AC.3.4.4 Student Non-Academic Conduct.
    - c) In the case of contractors, visitors to SAIT and/or members of the general public on or using SAIT's facilities:
      - i) First, by a verbal request to stop their usage of tobacco products; and
      - ii) Second, by contacting Security and arranging for removal of those individuals from SAIT's facilities.
  6. Under the direction of the Safety and Community Services department, SAIT's community peace officers have the authority to issue Violation Tickets for infractions of this procedure. Please contact Safety and Community Services for further information.
  7. SAIT will provide informational materials to employees and students in order to support their efforts to reduce/cease the use of tobacco and cannabis products.

## POLICY/PROCEDURE REFERENCE

HS.1.4 Smoking and Use of Tobacco Products policy

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