
PROCEDURES FOR A SMOKE-FREE COLLEGE

Adopted: November 27, 2017

Effective:

Amended: November 25 2020

These procedures are designed to assist in the implementation of the *Policy for a Smoke-free College*.

1. Use of tobacco in ceremonial activities by the College’s First Peoples Communities

In accordance with article 2.3 of the policy, members of the College’s First Peoples Communities are permitted to use tobacco as part of ceremonial activities organized through the First Peoples’ Centre. The organizer of these activities must inform Campus Security and the Plant and Facilities departments of the date, time and location of these activities 48 hours prior to the implementation of the activity.

2. Roles and responsibilities

2.1 Plant and Facilities

2.1.1 Signage

The Plant and Facilities Department will install signage throughout the campus indicating that the campus of Dawson College is smoke-free and that smoking is prohibited in all areas.

2.1.2 Equipment

The College will be install appropriate receptacles for the disposal of cigarette butts and associated refuse near all the main entrances.

2.1.3 Enforcement

The Coordinator of Auxiliary Services, or delegate, is responsible for the enforcement of the *Policy for a Smoke-free College*. The Coordinator reports repeat violations involving students to the Director of Student Services, or their delegate. For repeat violations involving all other persons, including employees, the Director informs the appropriate manager.

The Coordinator of Auxiliary Services, or delegate, will maintain a register of all persons who have violated the policy.

Any person at the College who wishes to report a violation of this policy may do so by contacting the Security Office at local 1500, or report it in person at room 2E.14.

2.2 Communications

2.2.1 Information about the policy

The Policy is available on the College's website.

2.2.2 Awareness campaign

At the start of each semester, the Communications Office will launch an awareness campaign to remind the college community that the campus of Dawson College is smoke-free.

2.3 Student Services

During the Fall semester, upon the implementation of the Policy for a Smoke-free College, the Office of Student Services will conduct a survey of students and employees to obtain information about their smoking behaviour.

Towards the end of each Winter semester, Student Services will conduct a survey of students and employees to assess the effectiveness of the policy and determine if additional programming and support are necessary.

2.4 Health Services

Through the Health Services Department, the College provides educational programming and support to students who are smokers and wish to quit smoking.

2.5 Human Resources

Through the Human Resources Department, the College provides educational programming and support to employees who are smokers and wish to quit smoking.