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<b>Executive Responsibility:</b>	Vice-President Administration & Finance	<b>Next Review:</b> Feb 2015
<b>Administrative Responsibility:</b>	Executive Director, Infrastructure and Ancillary Services	<b>Policy:</b> 44.01

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STATEMENT:

All Vancouver Island University (VIU) properties will have designated areas for tobacco use; no tobacco use will be acceptable outside the designated areas.

1. Criteria and Procedure for Designating Exterior Tobacco Use Areas

All entrances to buildings are designated as tobacco free. Designated tobacco use areas shall not be located within ten (10) meters of entrances, windows that could be opened, air handling systems or other building openings.

1.1 Authority

Authority to recommend specific exterior locations for tobacco use rests with Health and Safety Services in consultation with Facilities Services and Campus Development and Regional Campus Principals in the case of regional sites.

1.2 Criteria

Any decision to designate an exterior area a tobacco use area is an attempt to find a reasonable solution for those that attend school or work in the vicinity of a building.

1.3 Procedure

Initial assessment of all requests to designate a particular exterior location as tobacco use will be undertaken by Health and Safety Services. Before implementing a recommendation, the administrator or administrators who have primary responsibility for the people using a particular location will be consulted.

## 2.0 Implementation and Penalties

### 2.1 Signage

The Executive Director, Infrastructure and Ancillary Services or the equivalent position on regional campuses) is responsible for posting no tobacco signs and for seeing that ashtrays are moved into the outside areas designated for tobacco use.

### 2.2 Responsibility for compliance

The Executive, through the appropriate Dean, Director, or Regional Campus Principal, is responsible for orienting employees, students, and others to tobacco use locations and regulations, encouraging compliance with this policy, and disciplining those who violate the policy.

Vancouver Island University is not responsible for providing smoking shelters. Any shelters built must be approved by Executive Director, Infrastructure and Ancillary Services.

### 2.3 Enforcement

Day to day enforcement is everyone's responsibility. If someone is violating this policy the following options are available:

- Remind/inform the person violating the policy;
- Contact the Tobacco Control Officer at Vancouver Island Health Authority;
- VIU employees can contact the appropriate supervisor;
- VIU students can contact the Coordinator, Student Services; or
- Security Services.

### 2.4 Penalties

Applicable penalties are subject to Ministry of Health Services Tobacco Control Act and WorkSafe BC Regulations.

Internally, the University will apply disciplinary measures as it would with other violations of policies and procedures or legislation designed to promote the general health and safety of the University community.

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