

**CÉGEP HERITAGE COLLEGE
POLICY #21**

**CONCERNING
SMOKING**

COMING INTO FORCE: February 23, 1999

REVISED: September 27, 2017
November 5, 2025

ADMINISTRATOR: Director General

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Preamble^{1,2,3}

In accordance with the *Act respecting the protection of non-smokers in certain public places (CQLR, c P-38.01)*, CÉGEP Heritage College (hereinafter referred to as the “College”) first established Policy #21 Concerning Smoking the object of which was to regulate the use of tobacco in specific public spaces with a view to protecting the health and well-being of non-smokers. This legislation was later superseded by the *Tobacco Control Act (CQLR, c L-6.2)* (hereinafter referred to as the “Act”) which was adopted on November 26, 2015. Under the *Act*, the executive director of a college-level educational institution of public bodies are responsible for the protection of non-smokers in their establishments by means of the designation of certain public places where smoking is prohibited.

ARTICLE 1

Purpose

The objectives of the present Policy are:

- to maintain a healthy environment which promotes a better quality of life at the College ;
- to promote healthy habits with a view to protecting public health;
- to provide assistance to people who would like to stop smoking or who are thinking of smoking; and,
- to publicize the damage that smoking can inflict on human health.

ARTICLE 2

Application

The present Policy applies to all College students, staff, visitors, and individuals who enter into a working or service relationship with the College⁴.

ARTICLE 3

General Provisions

3.1 Restrictions of Use

The use of tobacco products may only take place beyond the beltway surrounding the College building.

No smoking is allowed on the sports fields.

3.2 Sale of Tobacco Products

The sale of any tobacco products is prohibited within the College boundaries.

3.3 Signage

Smoking restrictions are advertised through notices depicting the international non-smoking symbol. Such notices are to be placed in plain public view in all trafficked areas. No person may remove or damage any sign posted in accordance with the provisions of the present Policy.

¹ In the event of any conflict of interpretation between the French and English versions, the English version shall prevail.

² In the present document, the use of gender-neutral language is used solely for the purpose of simplifying the text and by no means is intended as discriminatory.

³ See the Glossary for explanations of frequently used terms.

⁴ Cultural practices may be exempt from the Policy on a case-by-case basis.

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3.4 Disciplinary Measures

Within the framework of the *Act* and the objectives of the present Policy, any person contravening the present Policy is subject to the following measures:

- a first offense results in a verbal warning;
- a second offense results in the issuance of a second written notice followed by an interview with the appropriate College administrator, as follows:
 - In the case of an employee, a sanction may also result, as per the appropriate collective agreement;
 - In the case of a student, Policy #24 Concerning Standards of Student Conduct will be applied.

3.5 Ministerial Report

In accordance with paragraph 2 of Article 5.1 of the *Act*, every two (2) years, a report on the application of the present Policy shall be submitted to the Board of Directors and sixty (60) days following to the Minister.

ARTICLE 4 Roles and Responsibilities

4.1 Board of Governors

The Board of Governors adopts the present Policy and any revisions thereto.

4.2 Director General

The Director General is responsible for:

- the application of the present Policy;
- establishing the appropriate measures to ensure the execution of its provisions;
- designating inspectors; ,
- ensuring the proper management of complaints
- reporting on the application of the present Policy to the Board of Directors and the Minister.

4.3 Director of Building Services

The Director of Building Services is responsible for:

- receiving reported offences from the Inspectors;
- ensuring the acquisition, installation and maintenance of all smoking restriction signage on the College property.

4.4 Director of Human Resources

The Director of Human Resources is responsible for:

- disseminating the present Policy to all staff;
- publicizing relevant and current information related to smoking and its potential impact to help sensitize and educate staff; and
- publicizing smoking cessation programs and supports to all staff.

4.5 Director of Student Services

The Director of Student Services is responsible for:

- disseminating the present Policy to all students;

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- publicizing relevant and current information related to smoking and its potential impact to help sensitize and educate students.

4.6 Information Office

The Information Office staff will inform all visitors to the College of the present Policy.

4.7 Inspectors

The Inspectors are responsible for:

- monitoring all College property for adherence to the present Policy;
- issuing non-smoking notices; and
- reporting every offense to the Director of Building Services or Director of Student Services.

4.8 College Community

College staff, students, visitors, and individuals who enter into a working or service relationship with the College are responsible for complying with the present Policy.

**ARTICLE 5
Revision**

The present Policy shall be reviewed at least every five (5) years and revised when deemed necessary by Ministry requirements or by the Board of Governors.

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GLOSSARY

Act:	<i>Tobacco Control Act (CQLR, c L-6.2)</i>
College:	CÉGEP Heritage College
Individual who enters into a working or service relationship with the College:	This term refers to a person employed by CÉGEP Heritage College on a contractual or subcontractual basis or a person who acts as volunteer for the College.
Inspectors:	Inspectors are all security guards and any employees staff designated by the Director General.
Law:	<i>Law Concerning Protection of Non-Smokers in Designated Public Places (L.R.Q. chapter P-38-01)</i>
Minister:	For the purposes of the present Policy, this term refers to the Minister of Health and Social Services.
Smoking products:	This term includes the use of an electronic cigarette or of any other device of that nature. Any product that can be smoked or any paraphernalia that can be used to smoke, to share or to disseminate.
Tobacco:	This term includes any product containing tobacco, electronic cigarettes and any other devices of that nature that are put to one's mouth to inhale any substance that may or may not contain nicotine, including their components and accessories, and any other product or class of product considered to be tobacco under a government regulation.

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Related Documents

This document is to be used in conjunction with:

- *Tobacco Control Act (CQLR, c L-6.2)*⁵
- CÉGEP Heritage College Policy #6 Concerning Ethics and Conduct⁶
- CÉGEP Heritage College Code of Ethical Conduct⁷
- CÉGEP Heritage College Bylaw #1 Concerning the General Administration of the College⁸
- CÉGEP Heritage College Policy #29 Facilities Use and Rental⁹
- CÉGEP Heritage College Policy #38 Concerning Environment Management¹⁰

⁵ Copies of this document are available from the Director General's Office.

⁶ Copies of this document are available from the Director General's Office and on the College Website.

⁷ *Ibid.*

⁸ *Ibid.*

⁹ *Ibid.*

¹⁰ *Ibid.*