



**MANITOBA INSTITUTE OF
TRADES & TECHNOLOGY**

POLICY: Smoke Free and Vape Free Policy		POLICY NUMBER: WSH-5
		PREVIOUS/REPLACES: Smoke free Policy
APPROVED BY: Executive Council	EFFECTIVE DATE AS OF: October 9, 2018	PRIOR VERSIONS: November 24, 2014

1. Policy Statement:

The Manitoba Institute of Trades & Technology (to be referred to as MITT) is designated as a smoke-free and vape free campus. This policy applies to all property, buildings, grounds, and vehicles belonging or leased by MITT.

Smoking means smoking a cigarette, cigar, pipe or any other device used for smoking tobacco, cannabis or any other substance.

Vaping means using an electronic cigarette for any solid, liquid or gas that when heated, produces a vapour, which includes the use of a vaporizer to vape cannabis.

This policy exists to protect users of MITT from exposure to any second hand smoke, and to support the following values:

- Promote and achieve a healthy working and learning environment and protect the current and future health of employees, students, contractors, and visitors to MITT.
- Enforce the right of non-smokers to breathe air free from any kind of smoke.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop smoking.

2. Scope:

This policy applies to all members of the MITT community including but not limited to:

- All MITT employees including full-time, part-time, casual and contract;
- All MITT students including full-time and part-time secondary and post-secondary programs;
- All MITT Governing Board Members;
- Volunteers and visitors to the Institute; and
- All other persons who provide goods, services or facilities on behalf of MITT.



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I. Exemptions:

Indigenous ceremonies are permitted in accordance with *The Smoking and Vapour Products and Control Act*.

It is acceptable for anyone to use sacred medicines including tobacco, sage, cedar and sweet grass if the activity is carried out for a traditional Indigenous spiritual or cultural practice or ceremony. All efforts must be taken to ensure the right of non-smokers to breathe air free from sacred medicines as listed above. Events are to be coordinated with the Manager, Operations and the lead of Indigenous Inclusion. The event must be signposted to inform others that sacred medicines which may include tobacco will be used as part of the ceremony.

3. Procedure:

No smoking signs will be posted in appropriate areas. Smoking signs apply to tobacco, cannabis, and any illegal substance as well as vaping.

Statements indicating that this is a non-smoking environment will be placed in all MITT publications, including on web sites, and social media.

All members of the MITT community are expected to conform to this policy. In addition, staff must adhere to the Staff Ethics & Code of Conduct Policy and students must adhere to the Student & MITT Expectations Policy.

If after any reasonable attempt by staff to enforce this policy is ineffective, the name of any individual who fails to comply should be given to the Security Coordinator and the Human Resources Department for further action.

Any violations of this policy will be handled through existing disciplinary processes.

- Violations involving students will be handled in accordance with the Student Behavior Policy and the Student Discipline Policy.
- Violations involving employees or volunteers will be handled in accordance with the Progressive Discipline Policy.
- Violations involving Governing Board members will be handled in accordance with the Code of Conduct/Board Confidentiality Policy.
- Violations by any visitor or other person who provides goods, services, or facilities on behalf of MITT will be handled on a case-by-case basis.

Any questions regarding MITT's Smoke Free and Vape Free Policy may be directed to the Manager, Operations or Human Resources Department.



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4. Administration:

The Vice-President of Administration and Finance is responsible for ensuring this policy is adhered to.

5. Review:

This policy will be reviewed by Executive Council every five years.

6. Reference:

Legislation:

The Smoking and Vapour Products Control Act.

MITT Policies:

Code of Conduct/Board Confidentiality Policy
Progressive Discipline Policy
Staff Ethics & Code of Conduct Policy
Student & MITT Expectations
Student Behavior Policy
Student Discipline Policy

7. Definitions:

Electronic cigarette: An electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system (ENDS) is a battery-powered vaporizer which simulates tobacco smoking by producing an aerosol that resembles smoke. It generally uses a heating element known as an atomizer that vaporizes a liquid solution known as e-liquid. E-liquids usually contain a mixture of propylene glycol, vegetable glycerin, nicotine, and flavorings, while others release a flavored vapor without nicotine.