



DESIGNATED SMOKING AREA LOCATIONS & NON-COMPLIANCE PROCEDURES

PURPOSE

The purpose of this document is to provide information on where smoking and vaping is permitted, provide resources for smoking cessation and provide instructions on what to do in the event of unresolved compliance issues. These Procedures, which implement the Smoking and Vaping Policy, apply to Brock University employees, students, and visitors. The University shall require all student organizations, tenants, licensees, contractors and other users of University space to comply with the Smoking and Vaping Policy.

SECTION 1:

DESIGNATED SMOKING AREAS (DSA)

1.1 INFORMATION AND SELECTION GUIDELINES

The Smoking and Vaping Policy, which is located on the University Secretariat webpage under University Policies prohibits smoking and vaping of tobacco, nicotine or related products at Brock University and in University owned vehicles with the exception of outdoor Designated Smoking Areas (DSA).

The policy also prohibits all smoking and vaping of recreational cannabis on campus, including in vehicles and any DSAs.

DSAs are areas where smoking and vaping of tobacco, nicotine or related products is permitted. The DSA locations must comply with legislative restrictions and must be located 5 meters away from building entranceways and operable windows, and 9 meters away from air intake vents, loading docks and flammable or combustible materials. These restrictions may be expanded for any special or environmental concern. The DSAs and their locations are reviewed every year.



Signage indicating the location of these DSAs is installed around the campus.

1.2 DSA LOCATIONS

On May 1, 2019, Brock University implemented an outdoor smoke-free academic corridor at the 1812 Sir Isaac Brock Way campus with three (3) DSAs located outside of the corridor.

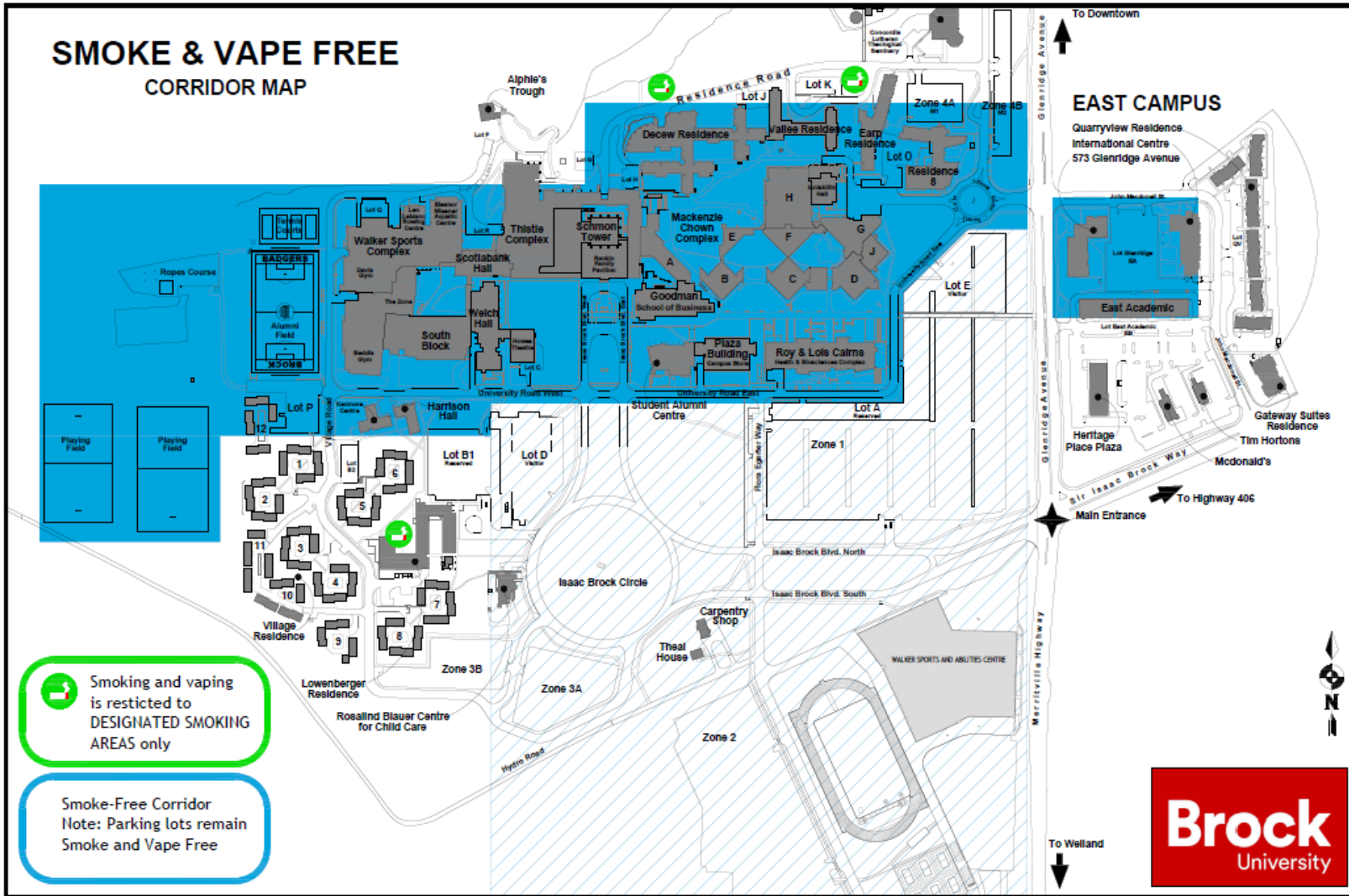
The DSA locations are listed below:

- DeCew Residence Dining Hall at Residence Road
- Vallee Residence and Earp Residence near parking lot K
- Village Residence and Lowenberger Residence

The Marilyn I. Walker School of Fine and Performing Arts (MWS) is a smoke-free property and does have a DSA. Smoking and vaping is permitted off the property on the city sidewalks.

The Burlington Campus is a smoke-free property and does not have a DSA. Smoking and vaping is permitted off the property on the city sidewalks.

The Smoke and Vape Free Corridor Map indicating the locations of the DSA can be found below:



SECTION 2: NON-COMPLIANCE REPORTING PROCEDURE

STEP 1 If you observe an individual smoking or vaping tobacco, nicotine or related products who is not complying with the Smoking and Vaping Policy, politely encourage them to adhere to the policy and direct them towards the nearest DSA.

If you observe an individual smoking or vaping recreational cannabis politely indicate that smoking or vaping of recreational cannabis on campus is prohibited, including in vehicles and in DSAs.

STEP 2 In the event of unresolved compliance issues, a complaint can be lodged with Campus Security Services. Complaints must include the following information if known: the date, time, your name and contact information, the name of the non-compliant smoker/vaper, whether they are a Brock employee, student, resident student, visitor or contractor, the location and a description of the conduct. Complaints can be lodged to Campus Security Services by calling ext. 4300 or by emailing the completed report form below to security@brocku.ca.

STEP 3 When Campus Security Services receives the complaint, they will investigate the area of concern and direct any non-compliant smokers/vapers to adhere to the policy. Campus Security Services will request the name of any observed non-compliant smokers/vapers if not already known.

STEP 4 Upon further investigation, Campus Security Services may take the following steps as deemed appropriate based on the situation and conduct of the individual(s) in contravention of the policy. Campus Security Services will determine whether the smoker/vaper is a Brock employee, student, resident student, visitor or contractor.

- a) If an employee continues to violate the Smoking and Vaping Policy after the above steps have been taken, Campus Security Services will report the non-compliance to the Health Safety & Wellness Team by email at besafe@brocku.ca or at extension 7233. The Health Safety & Wellness Team will follow up with the individual's immediate supervisor.
- b) If a student continues to violate the Smoking and Vaping Policy after the above steps have been taken, Campus Security Services will report the non-compliance to the

Manager of Student Affairs in Student Services where they will be subject to discipline under the University's Student Code of Conduct.

- c) Residence students found to be violating the Smoking and Vaping Policy within the residence community will be subject to discipline under the Residence Community Standards.
- d) If a contractor or visitor continues to violate the Smoking and Vaping Policy after the above steps have been taken, Campus Security Services may ask them to leave the premise. For contractors, Campus Security Services will also report the non-compliance to the appropriate project managers.

STEP 5

If you continue to notice the same non-compliant smokers/vapers, please submit another complaint as this will escalate the response.

Smoking and Vaping Non-Compliance Report Form

DATE:	TIME:
NAME OF REPORTER:	NAME OF SMOKER/VAPER (IF KNOWN):
REPORTER CONTACT INFORMATION: (Email or Phone Number)	LOCATION OF OBSERVATION:
IS THE SMOKER/VAPER:	<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> VISITOR/CONTRACTOR <input type="checkbox"/> STUDENT <input type="checkbox"/> RESIDENT STUDENT <input type="checkbox"/> UNKNOWN
DESCRIPTION OF OBSERVATION:	
HAVE YOU PREVIOUSLY SUBMITTED A REPORT FOR THIS PARTICULAR SMOKER/VAPER:	<input type="checkbox"/> YES <input type="checkbox"/> NO