

University of Prince Edward Island Policy	Policy No. admhrdohs0007	Revision No. 0
Policy Title Tobacco Use Policy		Page 1 of 4
Creation Date June 19, 2007	Version Date February 19, 2010	
Authority UPEI Board of Governors	Review Date February 19, 2011	
Responsibility Vice-President, Finance and Facilities		Access W

1 Purpose

To promote and support a tobacco-free learning, recreational, residential and working environment.

2 Scope

All management, faculty, staff, students, contractors, tenants and visitors of the University of Prince Edward Island.

3 Policy

Supervisor: For the purposes of this policy, a supervisor is anyone (V-P, Director, Dean, Manager, Chair, Supervisor, Faculty, or Staff) who instructs, directs or supervises faculty, staff, students or others.

3.1 The University of Prince Edward Island recognizes the hazards posed by smoking, exposure to second-hand smoke, and the use of tobacco products. Therefore, effective January 1, 2009 the use of any tobacco products will be banned from inside any campus building, within 9.1 metres or 30 feet from every building, and inside any vehicles owned or leased by the University of Prince Edward Island.

3.2 All forms of tobacco advertising, promotion, sales or distribution on campus are prohibited, including campus newspapers, radio, electronic messaging using UPEI computer network, and signage at campus bars. The distribution of tobacco-related products and paraphernalia with tobacco logos is also prohibited.

3.3 The UPEI Wellness Initiative will provide students, staff and faculty with access to tobacco cessation programs and services. (Refer to *Appendix A*)

3.4 Appropriate signage announcing this policy will be placed at entrances to buildings and at other locations deemed necessary. Only signage approved by the Vice-President, Finance and Facilities is permitted to be posted.

3.5 Publication: Policy changes will be announced in the University Campus Notice. The general policy statement will be included in the University Calendar, and will be posted on the University's website. All prospective students and employees shall be made aware of the Tobacco Policy during the recruitment and orientation process.

3.6 Public Events: Organizers and attendees at public events using University facilities, such as conferences, meetings, public lectures, sporting activities, social events and cultural events will be required to comply with the University Tobacco Policy.

3.7 Contracted Services: Business firms with which the University does business on campus - e.g. food service contractors, repair and maintenance services, construction and renovation companies, etc. - will be apprised of the University's Tobacco Policy, and their employees will be required to comply with it.

3.8 Exceptions: Exceptions to this Policy may be made by the Vice-President, Finance and Facilities to accommodate the use of tobacco or related substances in connection with culturally significant celebrations formally conducted on campus and tobacco-related research.

3.9 Enforcement of Policy: This policy applies to all members of the University community while on campus and its success will depend on the co-operation on the part of all members.

- It will be the responsibility of all Supervisors to promote, inform and enforce this policy with those under their responsibility.
- Those individuals or departments who bring contractors to the campus will be responsible for informing them about and enforcing this policy.

4 Review

This policy will be reviewed annually.

Appendix A
Tobacco Cessation Supports and Education for University of Prince Edward Island

The following supports are available for the University of Prince Edward Island students, staff and faculty members. Access to and coordination of these supports will be through the Campus Wellness Program.

1. **Self-Help Materials** - A low intensity intervention. Includes motivational pamphlets, videos, kits, self-help manuals. For example, “One Step at a Time” from the Canadian Cancer Society, “On the Road to Quitting” and “Quit 4 Life” from Health Canada. Website locations are as follows: www.lung.ca, www.bc.cancer.ca, www.hc-sc.gc.ca, www.quit4life.com, www.smokefree.gov (US).
2. **Smoker’s Helpline** - Free bilingual telephone counseling, trained quit specialists match advice to the patient’s stage of readiness to quit. Also refers patients to PEI services and offers print materials as appropriate. Referrals may be reactive (patient calls in) or proactive (fax referral program). **1-888-818-6300**
3. **Quit Care Program** - Free counseling program offered at the 5 Addiction Services Centres (Charlottetown, Souris, Montague, Summerside, Alberton). This program is free for PEI residents.
4. **Quit Care and Nicotine Replacement Therapy (NRT)** - Most intense treatment. People who participate in Quit Care and decide to use NRT (nicotine patch, nicotine gum, Zyban) are eligible for maximum of \$75/year to cover the cost of these medications. This support is free for PEI residents.
5. **Tobacco Free Session Courses** provided two times per year on campus. The non-Pharmacological sessions conducted by health professionals includes formulating a quit plan, quit smoking aids, tips to quit smoking, lifestyle modifications and maintaining your success.
6. **The Shepell-fgi Smoking Cessation Program** (available to UPEI staff only) - A telephone-based counselling program by a certified smoking cessation counsellor. The program includes an initial assessment, four counselling sessions, one booster session and two aftercare sessions. A participant handbook with exercises to refine new skills and incorporate them into daily routines is also provided. (Call 1-866-347-2067)
7. **The Shepell-fgi Stop Smoking Centre** (available to UPEI staff only) - This interactive and personalized on-line program is designed with six major milestones to help you quit. Log into an on-line support group moderated by health care professionals, take the Nicotine Dependence Test, and/or view inspirational messages that contain helpful information, tips and strategies for remaining smoke-free.
8. **Presentations** - Student Athletic Advisory Committee, University 100/103 classes, Residence

Life Assistants, Faculty Association and Departments.

9. **Educational Materials Distribution:** Throughout the academic year with a special emphasis during New Student Orientation and National Smoke-Free Week in January.

10. **Student Services** (for students only): Meet one-on-one with counsellor.

12. **Tobacco 101 Workshop** - held annually for Directors/Managers/Supervisors to learn more about tobacco and cessation techniques they can use to support/inform individuals seeking help and support.