

HEC MONTRÉAL

**Politique pour un
environnement sans fumée**

**Policy for a smoke-free
environment**

**Adoptée par le Conseil d'administration
le 8 novembre 2017**

Amendée le 31 mai 2018

**Adopted by the Board of Directors on
November 8, 2017**

Amended on May 31, 2018



1. Preamble

HEC Montréal has adopted the present policy to apply the provisions of the provisions of the *Tobacco Control Act* (CQLR, chapter L- 6.2) and to offer its university community a smoke-free environment. HEC Montréal has updated the present policy to make the necessary adjustments in light of the legalization of cannabis.

2. Objective

The present policy aims to create a smoke-free work and study environment both indoors and outdoors. HEC Montréal strives to promote tobacco control while helping its students, teachers and staff to quit smoking.

To do so, HEC Montréal pledges to take the necessary means to prevent all forms of non-compliance with this policy, notably by launching smoking cessation, awareness, information or training programs for members of the university community.

3. Definition

The present policy is intended for all members of the HEC Montréal university community. These members are defined as:

- staff members, including administrative employees (senior managers, professionals) support staff (clerical workers, technicians and tradespeople), and the faculty of HEC Montréal; and
- HEC Montréal students.

In addition, this policy is directed at all persons present in any of the buildings belonging to HEC Montréal or housing the services of HEC Montréal.

This policy applies to the entire HEC Montréal campus, which includes the surrounding buildings and grounds, parking lots and student residences.

4. Scope

Any use of tobacco products, electronic cigarettes and cannabis on the HEC Montréal campus shall be considered a violation of the present policy.

5. Purpose of the present policy

To provide a smoke-free work and study environment:

- It is prohibited to smoke a tobacco product or vape in the buildings of HEC Montréal, including the student residence, as well as outside these buildings except in the designated areas where smoking and vaping is permitted.
- Smoking cannabis in the buildings of HEC Montréal, including the student residence and on the grounds of these buildings, is prohibited.

In addition, smoking tobacco or cannabis or vaping is prohibited:

- In all HEC Montréal vehicles;
 - On the roofs and patios of HEC Montréal;
 - In the woods and underbrush surrounding the HEC buildings; and
 - In tents and similar installations set up temporarily or permanently for public events.
- No tobacco, cannabis or electronic cigarette product may be sold or advertised on the HEC Montréal campus at any time.

6. Signage

Posters and signs prohibiting smoking or vaping are affixed at all entries to buildings owned by HEC Montréal.

7. Power to act

Security officers are authorized to ensure a smoke-free environment on the HEC Montréal campus. In case of a violation of the present policy, the officers may take immediate appropriate measures as stipulated in article 8, in order to rid the environment of tobacco products, electronic cigarettes or cannabis.

Any deed or action that might constitute a violation of this policy must be reported to the administrative director of the employee and the director of the program of the student concerned.

8. Responsibilities and application of the policy

Members of the university community

- are responsible for contributing to the creation and preservation of a smoke-free work and study environment in keeping with the objectives of the present policy; and must abide by this policy.

Administrators

- are responsible for applying the present policy in their administrative unit;
- are obliged to act quickly and take all reasonable measures to prevent any violation of the present policy;
- if applicable, take the necessary measures to inform a third party of the present policy.

Human Resources Office

Security Service

Student Services

Office of Communications and Government Relations

- are in charge of implementing and promoting the present policy;
- support administrators in applying the present policy; and
- if applicable, take any action to ensure compliance with the present policy.

9. Sanction

In the case of a violation of the present policy, the following corrective measures may be imposed:

- for an employee: for the first offense, a verbal warning by the administrator with a copy of the report sent to the Human Resources Office. In case of a repeat offense, the employee may be subject to disciplinary measures according to HEC procedures.
- for a student: refer to the [Student of conduct](#).
- for a third party: a warning, a report to the employer or loss of access or privileges.

In addition to the various sanctions foreseen, the HEC administrators may impose any other sanction that they consider appropriate, including compensation for damage caused by a violation of this policy.

10. Accountability

Every two years, the executive director must report to the Board of Directors on the application of this policy. HEC Montréal shall transmit this report to the Minister of Health and Social Services within 60 days of its submission to the Board of Directors.

11. Entry into force

The present policy enters into force on May 31, 2018.