

SMOKE-FREE CAMPUS

WINDSOR
PROUD



A Guide for Supervisors



University
of Windsor

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Organizational Development & Training
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Introduction

When the Smoke-Free Campus policy comes into effect on September 1, 2021, the University of Windsor will join a growing number of post-secondary institutions who have recently become smoke-free. According to a report released by the Canadian Cancer Society (2020), over 95 Canadian post-secondary institutions have become 100% smoke-free.

Becoming a smoke-free campus (tobacco, cannabis, and vaping) is part of the University's ongoing efforts to foster a healthy and safe learning and working environment for all. The Smoke-Free Campus policy reinforces the University's commitment to:

- Fostering a safe and healthy learning and working environment
- Reducing exposure to smoke, tobacco, and vaping.
- Enhancing awareness of the health impacts of smoking, tobacco use, cannabis and vaping.
- Supporting reduction and cessation of smoking, tobacco use and vaping through education and supports.

The University understands that the move to become a smoke-free campus will be a significant change for some students, staff, and faculty. Our goal during the transition is to inform, build awareness, enhance understanding, and work together to create a healthier campus for all.

As a supervisor, you play a key role in supporting your team adapt to this change. This document includes the information to help:

- build awareness about the policy and associated resources
- prepare your team for the change
- have supportive conversations with team members who may be struggling with the change
- support policy compliance

The Smoke- Free Campus policy – Supervisor Responsibilities

It is the responsibility of supervisors to:

- Ensure that faculty and staff are aware of this policy and supports available.
- Receive requests for accommodation and contact Human Resources to initiate the accommodation process as outlined in the [Workplace Accommodation Guidelines](#).
- Communicate this policy to visitors and guests of their department.
- Take appropriate action for repeat non-compliance in consultation with Human Resources.

Policy Highlights

The Smoke-Free Campus policy can be downloaded from the Smoke-free Campus website at www.uwindsor.ca/smokefreecampus

The following are some key policy highlights:

- The policy comes into effect September 1, 2021.
- The purpose of the policy is to support the overall health and wellbeing of all members of the University community.
- The policy prohibits smoking or vaping of tobacco, cannabis, or a vapour product as well as the use of any tobacco product. It also prohibits:
 - Corporate tobacco, cannabis and/or vaping sponsorship of events or groups operating in buildings, grounds, or other facilities, owned, rented, or leased by the University of Windsor.
 - The sale, promotion, advertising or distribution of e-cigarettes, cannabis and tobacco products and smoking devices in all buildings, grounds, or other facilities, owned, rented, or leased by the University of Windsor
- The policy applies to all members of the University community on university property or using University-owned vehicles, including but not limited to students, faculty, staff, contractors, visitors, and guests.
- All events, including conferences and private rental functions, hosted on University property are subject to this policy.
- Every member of the University community has a responsibility to foster a healthy and safe environment. The policy highlights the responsibilities of students, employees, managers, etc.
- This policy permits the use of nicotine replacement therapies such as patch, inhaler, and gum, designed to treat nicotine dependence.

The Smoke-Free Campus policy includes the following exemptions:

- Tobacco, cannabis, or smoking devices approved for use in teaching and/or research in compliance with research ethics protocols and where all appropriate protections for environmental health and safety are in place.
- Burning or use of sacred and traditional medicines such as tobacco, sweet grass, sage, and cedar by indigenous peoples for spiritual or cultural purposes in accordance with the Smoke-Free Ontario Act and applicable University [guidelines and procedures](#).
- Subject to the Ontario Human Rights Code, individuals may seek an accommodation in accordance with applicable University guidelines and processes. ([Workplace Accommodation Guidelines](#) and [Student Accessibility Services](#))

Preparing and Supporting Your Team

Communication is key to prepare and support your team as they adapt to a smoke-free campus. As the policy comes into effect, this may bring questions or concerns from employees, especially those who currently smoke, vape or use tobacco.

Smoking/vaping is a personal choice. The University does not expect individuals to quit smoking/vaping but is committed to providing supports to individuals who choose to quit smoking and those who may be struggling with the change.

It is important to emphasize to employees that once the policy comes into effect, they will not be permitted to smoke/vape on campus. The [Smoke-Free Campus map](#) outlines the areas where smoking is not permitted. This is a great tool to assist employees in identifying the area(s) outside the smoke-free campus boundaries closest to their office/workplace where they can smoke/vape.

The following are some recommended key actions:

1. Become familiar with the following resources that can be found at www.uwindsor.ca/smokefreecampus
 - [Smoke-Free Campus Policy and Frequently Asked Questions](#)
 - [Smoke-Free Campus Map](#)
 - [Resources and Supports for Students and Employees](#)
2. Schedule a meeting with your team to discuss the Smoke-Free Campus policy, expectations, and resources. This can also be an opportunity for employees to bring forward any questions or concerns that they may have. If a meeting is not possible, an e-mail to the group can also be effective.
3. Encourage employees to become familiar with the items listed above (Smoke-Free Campus policy, Smoke-Free Campus Map, Frequently Asked Questions, Resources and supports for individuals who may wish to quit smoking as well as to those who may need help to cope with the change)
4. Discuss responsibilities and expectations:

Responsibilities:

- Every member of the University of Windsor community has a responsibility to foster a healthy and safe environment. Accordingly, each individual will be responsible for upholding this policy and, using a care approach, inform others who may not be aware of this policy.
- Become familiar with the policy and comply with its stipulations.
- Communicate any workplace accommodation needs to their supervisor or Human Resources in accordance with the [Workplace Accommodation Guidelines](#).
- Access education and supports as required.

Expectations:

- The University's expectation is that members of the campus community who smoke/vape in public areas (i.e., sidewalks) outside of the smoke-free campus, will be respectful of others/neighbours and will properly dispose of their waste products.

- Follow the specific break or meal periods for the department. Employees will not be provided an extended break away from work to smoke/vape.

Having Supportive Conversations

Nicotine dependence is a known addiction to tobacco products, or other products containing the drug nicotine, such as e-cigarettes or chewing tobacco. It involves physical and psychological factors that can make it more difficult for an individual to adapt to the changes associated with the smoke-free campus and/or to stop smoking, vaping and/or using tobacco products. If you notice changes in an employee's/colleague's behavior, mood, engagement, focus, reach out to them to start a conversation.

These types of conversations are not easy, they require trust and working from a place of compassion. The following are some guidelines to consider when having these important conversations.

- Everyone's situation is unique so it's important to tailor your support to that person's needs.
- Pick a time and place to meet that best suit you and the person and allow ample time for the conversation. Find a neutral private space and ensure the meeting place is free of distractions and interruptions.
- When talking with the person, emphasize your concern for the person's well-being. Start the conversation with changes that you have observed, for example "I have noticed lately that..., do you want to talk about it?" or "I noticed that you haven't been yourself lately, is everything okay?"
- It is important to come into the conversation from a supportive stance. Avoid "you" statements as that can make the individual feel judged or criticized. Ask questions to help you understand why they may be struggling with the change and how they may be feeling. Remember that you do not have to be an expert or therapist to show compassion and empathy.
- Listen non-judgmentally, carefully not only for the spoken words but also feelings. Do not interrupt with unsolicited advice or criticism.
- When the individual is finished speaking, ask questions to help understand the situation such as "Help me understand...", paraphrase what you have heard and ask for confirmation.
- Take the time to validate their feelings "I can image what this might feel like...", "It must be very emotionally draining to...", "That sounds like a lot to deal with."
- Encourage the individual to explore coping strategies. Make sure the person is aware of the smoking cessation supports and other resources available if they are interested in reducing or quitting smoking/vaping.
- If an employee raises medical accommodation concerns, refer them to the [Workplace Accommodation website](#) to complete the Request for Accommodation form.
- Conclude the conversation by thanking them for sharing, ask them how you may be able to support them during this difficult time and offer to keep the conversation going. For example, "Thank you for telling me about...if you want to talk more, let me know", "Do not hesitate to reach out to me, I am here to help you"

Do not hesitate to contact the appropriate Labour Relations Manager or Human Resources Manager (Managerial and Professional Group) for guidance and support. Supervisors can also access supports through the Employee and Family Assistance Program. More details can be found on the [EFAP website](#)

It is important that you do not insist on support or resources that the individual may not want or be ready to accept but if you believe that the individual is having a mental health emergency, please call 911, assist them to go to the nearest Emergency Department or contact the Community Crisis Line at 519- 973-4435.

Policy Enforcement

The primary purpose of the Smoke-Free Campus policy is to support the overall health and well-being of the University of Windsor community. In creating a healthier environment, the University encourages the campus community to be part of a positive culture change.

Appropriate signage has been placed in key areas of the University to alert members of the University community that the University of Windsor is a smoke-free campus. The University will adopt a supportive awareness raising and education approach to responding to violations of the Smoke-Free Campus policy. However, individuals who continue violating the policy could be subject to disciplinary action/sanctions in accordance with applicable University policies, processes and/or collective agreements.

Should you come across a member of your team smoking/vaping on campus:

- Remind them that the campus is smoke-free and ask them to stop smoking/vaping.
- Advise them of the nearest location outside the smoke-free campus boundaries where smoking is permitted.
- Remind them of the resources and supports available to them should they need help to cope with the change or would like to explore quitting.
- Thank them for their cooperation.
- Should the individual repeatedly contravene the policy, reach out to the appropriate Labour Relations Manager or Human Resources Manager (Managerial and Professional Group) for guidance.

Should you come across a student, employee, visitor, etc. smoking/vaping on campus:

As our campus community adjusts to the Smoke-Free Campus policy, education is key. Not everyone may realize that we are a smoke-free campus or what that means. We encourage you to approach the individual(s) respectfully and politely. These are difficult conversations; the following are some tips to guide you:

- Remember that smoking is an addiction, be mindful of this when approaching the individual. Adapting to the policy can be difficult for some members of the campus community. Approach the individual non-confrontationally, with kindness and compassion.
- Always assume that the person does not know that the University is a smoke-free campus or is not familiar with what is covered under the policy.
- Smile, introduce yourself and politely ask them if they are aware that the University is a smoke-free campus.
- Respectfully request the individual to stop smoking/vaping and point them to the closest place (i.e., city sidewalk) off campus where they can smoke/vape.
- If the person complies, thank them, and encourage them to visit the Smoke-Free Campus website. Let them know that the Smoke-Free Campus signs have a QR code that can easily connect them to

Remember the **SMOKE** acronym:

- S.** Smile. Introduce Yourself
- M.** Make the assumption that the person isn't aware of the change.
- O** Offer information about the policy.
- K** Kindly and respectfully ask the person to stop smoking/vaping and point to the nearest location where they could smoke
- E.** Encourage them to visit the Smoke-Free Campus website to information and supports.

(Adapted from <https://hr.mcmaster.ca/>)

information, resources and supports including a map showing the areas where smoking is not permitted.

- If the person refuses to comply, becomes angry or confrontational, do not engage, thank them for listening and walk away. Report to safety@uwindsor.ca.

Help us identify areas where signage or increased monitoring may be needed

If you notice certain areas of campus where individuals are typically found smoking/vaping, e-mail smokefreecampus@uwindsor.ca. Additional signage or monitoring may be needed to address emerging compliance issues.

Questions?

If you have questions about employee specific matters, please contact the appropriate Labour Relations Manager or Human Resources Manager (Managerial and Professional Group)

If you have questions related to the Smoke-Free Campus policy and general concerns about compliance, signage, etc., please contact the Environmental Health and Safety Manager.

Contact information can be found on the [Human Resources Website](#)

Resources Consulted

- Canadian Centre for Occupational Health & Safety. Mental Health – Having Courageous Conversations. Retrieved from: <https://www.ccohs.ca>
- Canadian Cancer Society. University and Colleges 100% Smoke-Free Campuses in Canada: National Status Report. March 2020
- Government of Canada. Nicotine Addiction. Retrieved from <https://www.canada.ca/en/health-canada/services/smoking-tobacco>
- James Cook University (Australia). Smoke-Free Campus: Guide for Managers and Supervisors. Retrieved from <https://www.jcu.edu.au/work-health-and-safety/smoke-free-campus>
- McMaster University. Supporting Tobacco and Smoke-Free Workplaces at McMaster University. Toolkit for Leaders. Retrieved from: <https://hr.mcmaster.ca/>
- University of Guelph. Tobacco and Smoke-Free U of G. A Guide for Leaders. Retrieved from <https://www.uoguelph.ca/smokefree>
- University of Windsor. Smoke-Free Campus Website (various resources). Retrieved from www.uwindsor.ca/smokefreecampus
- Workplace Strategies for Mental Health. Supportive Conversation Library. Retrieved from: <https://www.workplacestrategiesformentalhealth.com>