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## POLICIES and PROCEDURES

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Responsible Unit	Human Resources
Last Reviewed/Updated	12 October 2018
Approving Sector Head	Vice-President Finance & Administration and CFO
Policy	<b>Share the Air Policy</b>

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Acadia University is a community that respects the importance of and takes responsibility for the quality of the air we breathe. To foster and promote clean air in our region, we have developed and implemented the following policies. These policies are applicable to all those who live, study, work or visit on the Acadia campus.

### 1. Smoke Free Campus

Since 1 July 2006, Acadia University has been a tobacco free campus, prohibiting tobacco products in University Buildings (including residences), on campus grounds, and in personal vehicles which are parked on campus property.

The Nova Scotia Smoke-free Places Act prohibits smoking and the use of e-cigarettes and waterpipes in indoor public places, including universities and schools, and within four meters of an intake for a building ventilation system, an open window of a place of employment or an entrance to a place of employment. The Act applies to all combustibles including tobacco, vape ("juice), and cannabis.

Since 31 May 2015 Acadia University has identified additional restrictions for a Smoke-free Campus. The use of e-cigarettes, waterpipes, and all combustibles including tobacco, vape ("juice), and cannabis on campus grounds and in personal vehicles which are parked on campus property is prohibited.

### 2. Scent-Free Campus

In consideration of the difficulties that exposure to scented products causes individuals with sensitivities and allergies, all students, faculty, staff, employees of any companies working on university property, visitors, and guests of Acadia University, or of members of the University community are asked to refrain from wearing scented personal care products such as perfumes / aftershave, lotions, hair spray and deodorant.

In addition, users of tobacco and cannabis are asked to be aware that odours associated with product use may impact individuals with sensitivities and allergies.

Acadia University in consultation with its contracted cleaning staff, have agreed to use products that do not leave residual odors that may cause difficulties for individuals with sensitivities and allergies.

### **3. Idle-Free Campus**

Recognizing that the burning of fossil fuels is the primary source of greenhouse gases and air pollutants contributing to climate change and poor air quality, Acadia University commits to becoming a climate responsible campus by restricting motor vehicle idling.

As part of this commitment, Acadia became an idle-free campus on 21 October 2009. Those operating motor vehicles on the Acadia campus are required to refrain from allowing the vehicle to idle for more than two (2) consecutive minutes. Exceptions will be permitted as follows:

- public transport vehicles engaged in the embarking or disembarking of passengers
- when the engine is required to provide power or heat for defogging or de-icing the windshield and no reasonable alternative is available to clear the condensation or ice
- under extreme weather conditions or any other time when the health and safety of the employees or others may be jeopardized
- emergency response vehicles
- vehicles engaged in work where the engine is required to provide power for auxiliary equipment being used
- mechanical difficulties over which the driver has no control
- armored vehicles in which a person remains inside the vehicle while guarding the contents

### **4. Education and Awareness**

An education and awareness program is developed to raise awareness about this policy, and its purpose, which is to protect the environment and the air we breathe. A Communications Tool Kit will be available to assist in the sharing of policy information to the campus community.

Students, faculty and staff will be advised of this policy during orientation periods and in periodic relevant communications. The Departments of Safety and Security and Facilities Management will advise contractors and their employees of this policy. Event Services will advise external clients and Destination Acadia guests of this policy.

### **5. Enforcement**

The enforcement of the Acadia University Share the Air Policy will consider violations of specific municipal, provincial, and federal laws, statutes, by-laws, and regulations as well as the laws in the country where the activity may have taken place. Enforcement will also occur recognizing the jurisdiction of all collective agreements, contracts, other employment terms and conditions, the Non-Academic Judicial System, as well as specific Acadia University policies, rules, procedures, guidelines and other best practices that may apply.

The primary responsibility for enforcement of the policy will be led by the Department of Safety and Security in consultation with the Department of Human Resources and others as appropriate.