

## SMOKE-FREE ENVIRONMENT

### Background

The Government of Alberta cites conclusive evidence which implicates the use of tobacco and vaping products in the incidence of numerous debilitating and fatal diseases affecting the health of Albertans. The Division recognizes its responsibility to ensure the creation of a healthy working and learning environment for Division staff and students. Furthermore, the Division is aware of the importance of setting a positive example for students in its care. The Division has a responsibility to promote the health of its students by restricting their access to tobacco and vaping products in light of the risks associated with the use of such products.

The Division prohibits smoking and vaping by all persons at all times in all Division facilities, during all Division activities and events, and on Division property.

### Definitions

*Tobacco product* means a product made in whole or in part of tobacco, including tobacco leaves. It includes papers, tubes and filters intended for use with that product, a device that is necessary for the use of that product and the parts that may be used with the device.

*Vaping product* means (a) a device that produces emissions in the form of an aerosol and is intended to be brought to the mouth for inhalation of the aerosol; (b) a device that is designated to be a vaping product by the regulations; (c) a part that may be used with those devices; and (d) a substance or mixture of substances, whether or not it contains nicotine, that is intended for use with those devices to produce emissions.

### Procedures

1. This administrative procedure is applicable to all users of Division facilities including students, employees and visitors.
2. Tobacco or vaping product use by staff or visitors while in school, on the school premises, on school or Division property, utilizing division-provided transportation services, in division-owned vehicles or during school related functions is not permitted.
3. With the prior approval of the principal or superintendent as applicable, tobacco use as part of Indigenous smudging or pipe ceremonies is permitted (see Administrative Procedure 163).

4. User groups or volunteers in facilities of the Division are to be notified and must comply with this procedure.
5. If a staff member fails to adhere to this procedure, the immediate supervisor will initiate the progressive discipline process.
  - 5.1. The procedure will be reviewed and the employee shall be encouraged to comply. Information on tobacco use cessation programs will be communicated.
  - 5.2. If non-compliance continues, the staff member will be given a verbal warning on failure to adhere to the procedure. Information on tobacco use cessation programs will be communicated.
  - 5.3. If non-compliance continues following the verbal warning, the staff member is given a written letter of reprimand with a copy sent to the Superintendent's office and personnel file. Information on tobacco use cessation programs will be communicated.
  - 5.4. If a staff member exhibits continued non-compliance with this procedure, the matter will be referred to the Superintendent or designate.
6. The Superintendent is responsible for advising all employees and other users of the smoke-free policy.
7. Maintenance staff are responsible for ensuring that "No Smoking" signs are posted in all Division facilities.
8. Staff members are encouraged to seek assistance with smoking cessation through the Division's Employee and Family Assistance Program.

References: Action on Smoking and Health: *Model School Board Tobacco Policy*  
Alberta Education: *Program of Studies – Health and Life Skills Kindergarten to Grade 9*  
Alberta Education: *Program of Studies – Career and Life Management*  
Alberta Quits: *Tobacco Free Futures Guidelines*  
Government of Alberta: *Education Act*  
Government of Alberta: *Tobacco and Smoking Reduction Act*  
Government of Canada: *Tobacco and Vaping Products Act*  
Administrative Procedure 119 – Federal and Provincial Legislation  
Administrative Procedure 265 – Volunteers in Schools  
Administrative Procedure 310 – Student Safety  
Administrative Procedure 350 – Student Discipline Framework  
Administrative Procedure 355 – Use of Alcohol, Cannabis, Restricted and Illicit Drugs