

SMOKING, VAPING & TOBACCO USE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	A. General
Parent Policy:	A05
Approval Date:	February 9, 2024
Effective Date:	July 1, 2024
Procedure Owner:	Chief People & Culture Officer Registrar & Director, Student Services Director, Residence & Ancillary Services

Overview:	Effective July 1, 2024, Olds College of Agriculture & Technology (the “College”) is a smoke-free campus. As such, the purpose of these procedures is to promote a healthy and safe working, learning and living environment for students, employees, contractors and visitors.
Procedures:	<p>Smoking, vaping and tobacco use in all of its forms is prohibited on College property and in all of the College’s facilities including in residences and vehicles that the College owns, leases or licenses including cars, trucks, buses and heavy / agricultural equipment.</p> <p>Smoking, vaping and tobacco use on partner properties are subject to the formal agreements and policies of the respective organizations.</p> <p>Smoking, vaping and tobacco use are not permitted during learning activities and classes that are held outdoors.</p> <p>Organizers and attendees of public events using College facilities, such as conferences, meetings, public lectures, sporting activities, social events, industry events and cultural events must comply with this procedure. Event organizers are responsible for communicating and enforcing this procedure.</p> <p>This procedure does not apply to the use of cannabis for medical purposes. In the case of students, these policies and procedures are administered by Accessibility Services. In the case of employees, these policies and procedures are administered by People & Culture. Please consult policy D18 Disabilities & Accessibility Support, for further information.</p> <p>The College has designated a single smoking area for students living on campus.</p> <p>The College recognizes and provides exemptions for traditional Indigenous cultural ceremony.</p>

Appropriate signage relating to this procedure will be placed at locations as necessary.

Marketing & Communications will reinforce awareness and education messages with staff and students, as appropriate.

Enforcement & Support

The College recognizes this is a significant change for our campus community. It will take time for employees, students and visitors to become aware. Our priority is to build awareness through education. However, if individuals are informed and continue to smoke on campus, appropriate disciplinary outcomes will be pursued.

Individuals who wish to report violations of this procedure may report via the OC Alert App, Confidence Line, or advise Campus Security or the appropriate manager directly.

Violations of this procedure will be addressed as follows:

1. In the case of employees, People & Culture will engage with employees who persist with non-compliance through policy A25 Code of Conduct.
2. In the case of students, the Student Conduct Team will engage with students who persist with non-compliance through policy D25 Student Code of Conduct.
3. In the case of contractors, visitors and/or members of the general public:
 - a. First, by a verbal request to stop their usage of smoking, vaping or tobacco products; and
 - b. Second, by contacting Campus Security and arranging for removal of those individuals from College facilities.
4. The College will provide informational materials to employees and students in order to support smoking cessation efforts.

Definitions:

Related Information:

A25 Code of Conduct
 D25 Student Code of Conduct
 D18 Disabilities & Accessibility Support
 C30 Impairment & the Use of Alcohol, Cannabis, Other Drugs & Substances
 D46 Impairment & the Use of Alcohol, Cannabis, Other Drugs & Substances

Review Period:

3 years

Revision History:

New: November 2018
 Revised: September 2016
 Revised: October 2006
 Revised: June 2000
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 Revised: February 2024