

**POLICY**

It is the policy of The Board to provide a Smoke-Free Environment for its employees, students and others while on school property, in accordance with the Tobacco Control Act.

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**Administrative Detail**

1. It shall be the responsibility of the appropriate Superintendents to implement and monitor this policy.
2. It is the responsibility of the principals/supervisors to administer this policy.
3. A smoke-free environment will be maintained in accordance with the Smoke-Free Environment Procedures Manual 208-A.
4. In accordance with the Education Act, “school” refers to the body of pupils organized as a unit for educational purposes, including teachers and other staff members associated with the unit and the lands and premises used in connection with the unit.
5. In accordance with the Tobacco Control Act, appropriate signs will be posted at all entrances to schools indicating that smoking is not allowed on school property.
6. This policy applies to both regular day-school and Continuing education hours of operation as well as to all other curricular and extra-curricular events.

**A. MAINTENANCE OF SMOKE-FREE ENVIRONMENT**

1. It is the responsibility of the principals/supervisors to inform employees, students, parents, visitors to the school, and the general community of this policy.
2. The Board will offer support in the maintenance of a smoke-free environment to students through the provision of information through appropriate sections of the Health curriculum at all grade levels and to employees through the provision of information about cessation programs.
3. While on out-of-school education programs or school related activities, such as athletic events held on or off school/board property, staff and volunteers shall not smoke while in the presence of students.

**B. VIOLATIONS TO THE SMOKE-FREE ENVIRONMENT**

1. Students who violate this policy will be dealt with under the Alcohol and Drug Use Policy.
2. Community users of facilities who violate this policy will be dealt with under the Public Use of Schools and the Use of E. L. Fox Auditorium Polices.
3. Visitors to school property who violate this policy at any time, will be advised by staff of the Board's smoke-free environment policy. Further violations of the policy will result in the individual(s) being asked to vacate the premises, and may lead to the invoking of the Board policy on Unauthorized Visitors to Schools.
4.
  - a) Employees who violate this policy will be informed of the policy and requested to stop the infraction.
  - b) Employees who continually (more than twice) violate this policy will be reported to the individual's immediate supervisor.
  - c) The immediate supervisor will then use the following approach when dealing with an employee who continues to violate this policy:

**FURTHER  
VIOLATION****ACTION**

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| ONE   | i) Verbally advise the individual to stop the infraction and advise or reaffirm the Board's Smoke-Free Environment Policy.  |
| TWO   | i) Verbally state to the individual that the practice must stop. Make individual aware of smoke-free environment policy and specific procedures related to violations. Inform individual that a third infraction will result in a written reprimand and such a report would be signed by the employee acknowledging receipt and placed in the employee's personnel file.  |
| THREE | i) Request individual to stop. Advise the employee of the right to association or federation representation, if such is applicable.<br><br>ii) Indicate that after consultation with the appropriate supervisory officer, a written report will be prepared by the supervisor. Indicate in this report that further violations will result in a one-day suspension without pay.<br><br>iii) The employee will have the opportunity to read the report and it will be signed by the employee to acknowledge receipt. One copy will be given to the employee; one to be kept by the immediate supervisor; one copy to the association or federation president, if such is applicable; a copy forwarded to the appropriate supervisory officer, and a copy sent to the Superintendent of Human Resources for inclusion in the employee's file. |
| FOUR  | i) Request the employee to stop and remind the employee of the previous report contained in his/her personnel file. Advise the employee of the right to association or federation representation, if such is applicable.<br><br>ii) After consultation with the appropriate supervisory officer, the immediate supervisor will notify the employee, in writing, of a work suspension for one day without pay. Indicate in the written report that further violations will result in suspension, without pay, for a similar or longer duration.  |

- iii) The employee will have the opportunity to read the report and it will be signed by the employee to acknowledge receipt. One copy will be given to the employee; one to be kept by the immediate supervisor; one copy to the association or federation president, if such is applicable; a copy forwarded to the appropriate supervisory officer, and a copy sent to the Superintendent of Human Resources for inclusion in the employee's file.

**NOTE:**

1. Employees at each step of the process, as indicated above, will be informed of the availability of smoking cessation programs.
2. Ideally there should be few situations where continued policy violations would result in suspension without pay.
3. Assistance with smoking cessation programs is available through the Wellington-Dufferin-Guelph Health Unit.