



# SMOKE FREE ENVIRONMENT

## Background

*Board Policy 1: Board Mandate, Mission, Values and Goals* calls us to nurture the physical well-being of all those we serve. The division has a responsibility to ensure that students, staff and visitors in divisional property are protected from the harmful effects of smoking and second-hand smoke.

## Procedures

1. All division buildings, vehicles and grounds are designated smoke free.
  - 1.1 Approved smudging ceremonies are exempt from this designation, when planned and participated in under Administrative Procedure 164.
2. The maintenance department shall post “No Smoking” signs in all facilities under the control of the Board.
3. The human resources department shall inform all new employees that the division is smoke free and shall include that information in all advertisements for staff vacancies.
4. The Principal shall ensure that all students, staff, parents and visitors to the school are made aware of the smoke free requirement.
5. The supervisors shall inform their staff members that smoking, in any form, including electronic smoking products, is prohibited in or on division owned property.
6. Any student or staff member that is in violation of these procedures will be dealt with in accordance with the disciplinary practices established within the division.
7. Staff members that require assistance to stop smoking shall advise the Deputy Superintendent who will identify programs and supports that may be available to assist employees.
8. An awareness program on the hazards of smoking and second-hand smoke is to be provided to all students as part of the health curriculum.

## References

*Tobacco, Smoking and Vaping Reduction Act, Statutes of Alberta, 2005*  
*Alberta Health Services – Tobacco and Vape Free Environments Policy, 2024*