



**SECTION 1000 – HUMAN RESOURCES
SMOKING AND USE OF TOBACCO AND VAPING
PRODUCTS BY EMPLOYEES**

The Lord Selkirk School Division is a smoke-free environment. Smoking, use of tobacco, and/or vaping products are not allowed at any time on divisional property including all buildings, grounds, parking lots and in school division vehicles.

The exception to this is the participation in smudging and/or preparation of tobacco offerings in compliance with the provincial smudging protocol and guidelines.

CONSEQUENCES FOR INFRACTION OF SMOKING AND USE OF TOBACCO AND VAPING PRODUCTS BY EMPLOYEES:

- Upon the first infraction, the supervisor shall review the policy and regulations with the employee and record the infraction and advise the employee of same.
- For the second infraction, the supervisor shall advise the employee that the infraction is being referred to Senior Administration.
- For the third infraction, the employee shall meet with Senior Administration.
- For the fourth infraction the Board shall be notified.

Cross Reference:			
Board Informed: February 2018	Procedure Review Date: September 2023	Procedure Revision Date:	Page