

**NORTH WEST COLLEGE  
ADMINISTRATIVE POLICIES AND PROCEDURES**

**APPENDIX A – GENERAL, EQUITY AND ADMINISTRATIVE PROCEDURES**

---

Procedure:       **A 1.04**

Subject:           **Tobacco Use in College Facilities and Vehicles**

Approval/Amendment Dates(s): November 3, 1995, Sept 17, 2013

Associated Procedure/Documents: Policy 3.01 Tobacco Use in College Facilities and Vehicles

Next Review Date:

---

**Procedures:**

**1.03.01**       Staff and students are to be informed of North West College's tobacco use policy.

**1.03.02**       All persons using College facilities are required to adhere to the tobacco use policy.

**1.03.03**       All College vehicles are included as tobacco free areas and operators shall ensure all passengers observe this policy.

**1.03.04**       Progressive penalties will be applied to persons who do not adhere to this policy.

- a) A verbal reminder is recommended in the case of an initial breach of the policy.
- b) Any staff member is to report the breach of policy on an *incident report* form to a person listed in Schedule "A".
- c) A written warning as per Schedule "A" may be issued by a person listed on Schedule "A".
- d) Student offenders will be subject to student progressive discipline per Student Performance and Discipline Policy 5.03, Section 2.
- e) Staff offenders will be subject to discipline as outlined in Article 18.2 of the Collective Agreement.

\* \* \*

**Schedule "A"**

**TOBACCO USE VIOLATION**

This is a formal warning issued on the \_\_\_\_\_ day of  
\_\_\_\_\_ 20\_\_\_\_\_, to one, \_\_\_\_\_  
(name)

in violation of North West College tobacco use policy.

Please be aware that further offenses may result in progressive disciplinary measures.

Location of offense \_\_\_\_\_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

- cc Personnel File (staff)
- Student File (student)
- Violator

Positions with authority to issue warning to students for violation of tobacco use policy:

- Coordinators
- Directors
- President

Positions with authority to issue warnings to staff on violation of tobacco use policy:

- Directors
- President