

# NAIT *Procedure*

HS.5.1

## Smoke Free Campus

Implementation Date: July 1, 2009

Replaces: July 1, 2005

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#### 1.0 PROCESS

- 1.1 The department of Capital Projects and Facilities Operations will mount appropriate signage, consistent with Provincial legislation, at each of the Institute's campuses.
- 1.2 The department of Materials Management will mount appropriate signage, consistent with Provincial legislation, within each of the Institute's vehicles.
- 1.3 The department of Corporate Communications is responsible for providing the appropriate communications on the Institute's website and within various publications, in regards to the prohibition of smoking on or within NAIT's property.
- 1.4 The department of Human Resources is responsible for offering programs to assist and encourage NAIT constituents who wish to cease smoking or reduce tobacco consumption, and for providing educational awareness.
- 1.5 Campus Security and Parking Services is responsible for issuing warning(s) or fine(s) for those who are observed smoking on or within NAIT's property.

- 1.6** The Registrar's Office is responsible for communicating with students whose behavior has escalated to possible disciplinary action, in accordance with paragraph 2.2(c) of the Smoke Free Campus Guideline HS5.1.
- 1.7** An employee's manager is responsible for communicating with the employee whose behavior has escalated to possible disciplinary action, in accordance with paragraph 2.2(c) of the Smoke Free Campus Guideline HS5.1.
- 1.8** No person shall sell or advertise tobacco products on campus, as per Provincial legislation.