

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b>	<b>Code: GBL</b>
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**SMOKE FREE WORKPLACE**

1. The Kelsey School Division believes it has a responsibility to provide a healthy environment for the students and employees who work in the School Division. Smoking/vaping [and use of tobacco products] in all School Division facilities and vehicles and on all School Division grounds is prohibited. Anyone found smoking/vaping or using tobacco products in a School Division building, on school property, in a school vehicle, or on a school organized activity shall be dealt with in accordance with the School Division discipline policy.
2.
  - a) As with any other infraction of School Division policies, progressive disciplinary measures will be applied to employees who do not adhere to the Smoke Free Workplace policy:
  - b) First Offence - Discussion with the administrator and employee re policy and consequences.
  - c) Second Offence – A written reprimand by the administrator and documentation inserted in the personnel file with a copy to the Superintendent and the employee.
  - d) Third Offence - Referral to the supervisor for disciplinary action with the information provided to the Board of Trustees. Any offence beyond the third will result in a recommendation for disciplinary action to the Board of Trustees.
3. All visitors will be required to comply with this School Division policy.
4. Community groups/external organizations using School Division buildings shall be informed of the School Division's smoke/tobacco product free policy and shall be expected to comply with the policy. Failure to comply will result in the revoking of permit privileges.
5. Smoking/vaping in school buildings and on school grounds is strictly prohibited.
6. School authorities may confiscate cigarettes, e-cigarettes and other tobacco products seen in the possession of students on school property.