

SMOKING, VAPING, CANNABIS AND TOBACCO USE POLICY

Policy Section:	Security & Safety	Effective Date:	November 1, 2025
Policy Owner:	Vice President Corporate Services & CFO	Last Revised:	September 16, 2025
Policy Administrator:	Manager Safety & Security	Review Scheduled:	Every 4 years
Approver:	Executive Committee		
The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.			

A. POLICY STATEMENT

The purpose of this Policy is to create a safer and healthier working and learning environment for the Keyano College Community in relation to smoking, vaping, cannabis and tobacco use.

This Policy provides a direction on how the College takes the necessary precautions to safeguard members of the College Community from the known hazards of use and exposure to vaping, smoking, cannabis and tobacco use.

Keyano College recognizes and accepts that some traditional Indigenous events or ceremonies involve the use of smudge sticks or other material as provided under the *Tobacco and Smoking Reductions Act*. The College as well follows *RMWB Bylaw requirements*.

This Policy applies to tobacco or any other substance the results in smoke being inhaled or tasted. This includes (but is not limited to) - vaporizing e-cigarettes, or any other vaping device (e.g: vape pen or vaporizer, hookah-waterpipe-any type, oral tobacco, cannabis products).

College's *Substance Use Policy* and *Procedure* define the framework for managing substance use in the work and learning environment in line with *Occupational Health and Safety Act*.

1. Guiding Principles

- 1.1 The College has a responsibility to provide all those within the scope of this Policy a safe and healthy environment. The College prohibits the consumption of cannabis in any form (except CBD) on all College property including the interior of Housing (all relevant College residences, referenced in Student Handbook), all indoor public places, College vehicles and workplaces including but not limited to buildings and garages, and all of the College grounds.
- 1.2 The College is committed to protecting the health and safety of the College community at all its campuses.
- 1.3 All indoor locations on College's property are smoke-free which includes smoking, the use of smokeless tobacco, cannabis and e-cigarettes. This includes student

housing, and any interior location and vehicles owned, leased or rented by the College.

This excludes traditional Indigenous events and ceremonies involving Smudging with pre-approval from facilities.

- 1.4 Smoking and tobacco use (classic tobacco cigarettes / cigars, smokeless tobacco and e-cigarettes /vapes.) is strictly limited to labelled, outdoor Designated Smoking Areas identified by physical delimitations.
- 1.5 The selling and purchasing of tobacco products, E-cigarette products, and cannabis on campus is prohibited.
- 1.6 Smoking, cannabis cessation support, and tobacco cessation supports are available to the College community. Further information or assistance can be obtained from Health Services.
- 1.7 Corrective measures may be necessary in instances where activities are in contravention of this policy or other relevant legislation or local by-laws.
- 1.8 Students, employees, Keyano Board of Governors, and volunteers are responsible for knowing, understanding, and complying with Keyano policies and procedures related to this position, employment or enrollment at the College. Non-compliance may result in disciplinary action in accordance with the applicable policy, collective agreement or terms and conditions of employment.
- 1.9 Contractors, lessees, tenants in violation of this Policy may be required to leave the campus or be subject to actions or breach of contract.
- 1.10 Members of the public, visitors, and guest in violation of this policy will be asked to leave the College premises.
- 1.11 The College will manage compliance and enforcement of this Policy in accordance with existing processes in place. Students are subject to the *Non-Academic Misconduct Policy and procedure* and *Student Residence Code of Conduct*; employees are subject to collective agreements (if applicable), the *Code of Conduct* and *Employee Progressive Discipline Policy and procedure*. The contractors are subject to contractual terms & conditions.
- 1.12 Where a breach of this Policy falls within the scope of federal or provincial law, the matter may be referred to the appropriate law enforcement agency for consideration.

2. Scope

- 2.1 This Policy applies to all members of the College Community including students, employees, Keyano Board of Governors, volunteers, tenants, contractors and guests participating in:
 - 2.1.1 Events, activities, College programs or courses, organized class activities, or
 - 2.1.2 Business activities including conferences on or off campus and applies to all Keyano College campuses.

B. DEFINITIONS

(1)	College:	means Keyano College.
(2)	College Residences:	means all residences: Clearwater Hall, Riedel Townhouses, Penhorwood Townhouses.
(3)	Policy:	means the Smoking, vaping, cannabis and tobacco use Policy.

C. RELATED POLICIES

- Code of Conduct Policy
- Employee Progressive Discipline Policy
- Health and Safety Policy
- Non-academic Misconduct Policy
- Respectful Workplace Policy
- Student Academic Accommodations Policy
- Student Rights Policy
- Substance Use Policy

D. RELATED LEGISLATION

- *RMWB Bylaw # 18/022*
- *Tobacco, Smoking and Vaping Reduction Act (Alberta)*

E. RELATED DOCUMENTS

- Substance Use Procedure
- Employee Progressive Discipline Procedure
- Student Housing Handbook & Student Residence Code of Conduct
- [Tobacco and Vaping Reduction Strategy](#) (Alberta Health)

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
N/A	New Policy.		N/A	Executive Committee
9/16/2025	Full revision of an obsolete policy. New effective date was set. Policy 6.45 No Smoking will be rescinded.	ALL	Manager Health Services Manager Safety & Security	Vice President, Corporate Services & CFO