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| Policy No. SR3 |
| Approving Jurisdiction: President |
| Administrative Responsibility: Vice President Finance & Administration |
| Effective Date: January 21, 2018 |

Smoke Free Campuses and Properties Procedure

A. DEFINITIONS

1. **Electronic Cigarette:** a battery operated device used to heat a liquid solution producing vapour that is inhaled. The liquid solution may or may not contain nicotine. Related devices include electronic cigars, cigarillos and pipes.
2. **KPU Campuses and Properties:** includes any building, structure, parking lots, vehicle, space or land, (including vacant land or space) controlled, owned, leased and/or occupied by KPU.
3. **Smoke Products:** cigarettes, cigars and other products that produce smoke from tobacco or other plant based materials, including cannabis.

B. PROCEDURES

1. Requests for exemption
 - a. Requests for exemption of the Smoke Free Campuses and Properties Policy are made in writing to the Vice President, Finance and Administration, and must include the reason and rationale for the request and a description of who will be impacted by the exemption.
 - b. In considering whether to grant an exemption to the Smoke Free Campuses and Properties Policy, the Vice President, Finance and Administration, takes into consideration, among other things:
 - i. the health, safety and security of members of the KPU community,
 - ii. whether other policy requirements to hold a requested event have been satisfied (i.e., see C. Related Policies),
 - iii. the nature of the request (e.g., rationale, sponsorship) and the benefit to the KPU community and the member requesting exemption,
 - iv. the impact on the greater KPU community.

2. Enforcement

- a. Security will issue a notice of violation to students and employees who violate the Smoke Free Campuses and Properties Policy and assist with enforcement related issues as needed.
 - i. Students found in violation of the Smoke Free Campuses and Properties Policy will be subject to the policy and procedures outlined in *ST7 Student Conduct (Non-Academic)*.
 - ii. Employees found in violation of the Smoke Free Campuses and Properties Policy may be subject to disciplinary action up to and including dismissal from the University in accordance with KPU policy and collective agreements.

C. RELATED POLICIES

BP2 Student Events Held on University Premises

SR1 Consumption of Alcoholic Beverages and Non-Medical Use of Drugs on University Premises

SR7 Safety and Health

ST7 Student Conduct (Non-Academic)

Occupational Health and Safety Regulation