



Procedures for Smoke-Free

Parent Policy:	<i>Smoke-Free Policy</i>		
Procedure Reference	SMFPR_2508R_AD/VPS-APS		
Procedure Sponsor:	Provost and Vice President, Academic and Associate Vice President, People Services		
Procedure Contact:	Provost and Vice President, Academic and Associate Vice President, People Services		
Applies to:	Employees, Students, members of the OC Community and campus visitors		
Approved by:	Provost and Vice President, Academic and Associate Vice President, People Services		
Effective Date:	September 1, 2025		
Last reviewed:	August 2025	Scheduled review date:	August 2030

1. Purpose

These procedures outline the processes for violations of the Smoke-Free Policy and the procedures for the medicinal use of Cannabis on College properties.

2. Scope and Application

These procedures apply to Okanagan College (the “College”) employees, students, volunteers, contractors, guests and other individuals who work, study or carry out services for the College, while on College property, both leased and owned facilities, and at events under the control of the College.

3. Procedures

Complaints and Support

- 3.1 It is anticipated that in most instances, violations of the Smoke-Free Policy can be remedied through education and/or informal reminders.
- 3.2 Free and confidential support or information on quitting Smoking will be maintain on the *Smoke-Free OC* website.
- 3.3 Smoking cessation support may also be available for College employees through extended coverage as part of their employee benefits.

- 3.4 Where necessary, student complaints may be made through the *Student feedback and complaints | Okanagan College* and employee complaints through their supervisor or the *Service - Report a Safety Issue*.
- 3.5 Repeat violations of the Smoke-Free Policy by students is managed under the *Student Non-Academic Misconduct Policy*, and for employees, the Standards of Conduct outlined in the *Code of Ethical Practices Policy*.

Designated Areas with Smoke Receptacles

- 3.6 Maps identifying the location of Designated Areas to extinguish Smoking Devices will be shared through the *Smoke-Free OC* website. The designated locations are limited to the extinguishing of Tobacco, Cannabis, and legal, non-regulated substances.

Ceremonial Use

- 3.7 Individuals wishing to burn substances for Ceremonial Use purposes must consult with Facilities in advance to ensure appropriate precautions are taken and to prevent accidental activation of the sprinkler system.

Cannabis for Medicinal Use

- 3.8 As per the Smoke-Free Policy, use of Cannabis on College campuses and at events under the control of the College is prohibited, except for medicinal use as prescribed by a qualified physician.
- 3.9 Users of medicinal Cannabis must provide evidence to support the medical use of Cannabis when requested by Security or other College authority. Students and employees must always carry their Cannabis medical use authorization with them when using Cannabis on College property. Use for medicinal purposes shall be limited only to Designated Areas as determined by the College.
- 3.10 Student use of Cannabis without medical authorization when on campus or engaged in College activities may result in a Student Non-Academic Misconduct complaint and sanctions.
- 3.11 Employee use of Cannabis without medical authorization when on the College campuses or engaged in College-related activities per *Section 3 - Scope and Application* of the Policy, may result in an employee disciplinary process.

Exceptions for Academic Purposes

- 3.12 Those requesting an exception from this policy for academic purposes should request support from their Dean before contacting the Provost and Vice President Academic Office for permission.

4. Related Acts and Regulations

BC Cannabis Control and Licensing Act
Tobacco and Vapour Products Control Act
Occupational Health and Safety Regulation – Part Four General Conditions
Worksafe BC OHS Regulation

5. Supporting References, Policies, Procedures and Forms

Code of Ethical Practices Policy
Health and Safety Policy
Student Non-Academic Misconduct Policy

History / Revisions

Date	Action
2025-08-13	<i>Procedures Approved by OC Executive Team:</i> Procedures for Smoke-Free
2022-08-03	<i>Approved by OC Executive Team (future approvals by Policy Sponsors):</i> New: Procedures for Smoking and Cannabis Use (SMOPR_2208N_AD/VPS-APS)