

<p><b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: GBL</b></p>
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## **SMOKE FREE WORKPLACE**

### Enforcement

The Board believes it has a responsibility to provide a healthy environment for the children and employees who work in the Division. Smoking in all Divisional facilities and vehicles and on all Divisional grounds will be prohibited.

#### 1. Employees

As with any other infraction of Divisional policies, progressive disciplinary measures will be applied with staff who do not adhere to the 'no-smoking' policy:

First Offence - Discussion with the administrator and employee re policy and consequences.

Second Offence - Written reprimand by the administrator and documentation inserted in personnel file with a copy to the Superintendent and the employee.

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.

#### 2. Visitors

All visitors will be required to comply with the school Board's policy on "Smoke Free Space."

#### 3. Community Groups/External Organizations

Community groups/external organizations using school Division buildings shall be informed of the school Division's smoke free policy and shall be expected to comply with the policy.

Failure to comply will result in the revocation of permit privileges.