



Procedures for Smoking and Cannabis Use

Parent Policy:	<i>Smoking and Cannabis Use Policy</i>		
Procedure Reference	SMOPR_2208N_AD/VPS-APS		
Procedure Sponsors:	Vice President, Students or Associate Vice President, People Services		
Procedure Contacts:	Vice President, Students or Associate Vice President, People Services		
Stakeholders:	Employees, Students, members of the OC Community and campus visitors including volunteers, contractors and guests		
Approved by:	OC Executive Team		
Effective Date:	August 4, 2022		
Last reviewed:	July 2022	Scheduled review date:	July 2027

1. Purpose

These procedures outline the processes for violations of the Smoking and Cannabis Use Policy and the procedures for the medical use of cannabis on College properties.

2. Scope and Application

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

3. Procedures

Violations of the Smoking and Cannabis Use Policy

- 3.1 It is anticipated that in most instances violations of the Smoking and Cannabis Use Policy can be remedied through education and/or informal reminders.
- 3.2 Where necessary, complaints may be filed in writing with the Regional Dean or Occupational Health & Safety department on the Kelowna campus.
- 3.3 The Regional Dean or Occupational Health and Safety department will issue a reminder to the individual who is accused of violating the Policy along with a link to the Policy and Procedure.

- 3.4 Repeat violations may result in a complaint being filed under the *Student Non-Academic Misconduct Policy* and/or the Standards of Conduct outlined in the *Code of Ethical Practices Policy*.

Cannabis Use

- 3.5 As per the Smoking and Cannabis Use 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.
- 3.6 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 carry their cannabis medical use authorization with them at all times when using cannabis on College property.
- 3.7 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.
- 3.8 Employee use of cannabis without medical authorization when on the College campuses, or engaged in College activities per *Section 2 - Scope and Application* of the Policy, may result in an employee disciplinary process.

4. Supporting References, Policies, Procedures and Forms

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

5. History / Revisions

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