

Policy Name	<b>Cannabis and Tobacco Use</b>		
Policy #	<b>719</b>	Category	<b>Human Resources</b>
Policy Sponsor	<b>Associate Vice-President, Human Resources</b>	Previous Revision Date	<b>January 7, 2015</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>October 11, 2018</b>
Procedures Approved by	<b>CFO &amp; Vice President, Administrative Services</b>	Review Date	<b>See Policy Review Date or Review As Needed</b>

See the related [POLICY](#).

### DEFINITIONS

#### *Cannabis (Marijuana)*

Includes the leaves, including dried leaves, and flowering tops of the pistillate hemp plant, that yield tetrahydrocannabinol (THC), that may be processed in any substance, form or manner that permits inhalation, injection, absorption or consumption in any manner.

#### *Smoking*

Smoking is the practice of burning Tobacco, and/or other substances and inhaling the resulting smoke including from any device. For the purposes of this policy, smoking includes the use of electronic cigarettes and any other vaporizing device.

#### *Tobacco*

A product composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy. It includes, but is not limited to, cigarettes, cigars, cigarillos, pipe tobacco, and specialty tobacco products such as chewing tobacco, smokeless tobacco, and snuff.

### PROCEDURES

1. Smoking and the use of Tobacco is only permitted in designated areas. Designated areas must be at least 10 meters from all ventilation intakes, doors, windows, and thoroughfares.
2. In areas where Smoking is permitted, smoking material must be properly disposed of in the containers provided for such disposal.
3. Cultural or religious groups wishing to use tobacco during traditional spiritual or cultural practices or ceremonies should consult the Smudging, Pipe Ceremonies and other Aboriginal Ceremonial Use of Smoke policy.
4. Organizers and attendees at public events using Saskatchewan Polytechnic buildings and/or facilities, including public events such as conferences, meetings, public lectures, sporting activities, social events, industry events, and cultural events must comply with this policy and procedure.

Organizers of such events are responsible to communicate this procedure to attendees and to enforce this procedure.

5. Immediate safety and security concerns outside of the normal area of work or learning and concerns with external visitors relating to non-compliance with this policy should be referred to Campus Safety & Security.
6. Employee concerns relating to non-compliance with this policy should be referred to the individual's out-of-scope manager.
7. Student concerns in the learning area should first be addressed by the faculty member with follow-up as outlined in the Student Conduct (Non-Academic) policy.
8. Failure to comply with this policy and procedures may result in disciplinary action up to and including termination of employment, disciplinary action under student non-academic misconduct, or in the case of members of the public, being barred from Saskatchewan Polytechnic campus and business locations.