

**NOTICE of NON-COMPLIANCE**

**Policy HS 10 Smoke-Free Campus**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Staff:  Student:  Other:

Identification obtained:

Student/Staff card:  Verbal:

This notice is issued to:

Name: \_\_\_\_\_

Staff / Student #: \_\_\_\_\_

Area / School or Program:  
\_\_\_\_\_

At the above indicated time and location, you were found to be in contravention of the Smoke-Free Campus Policy HS-10 by smoking on the property of the College.

As a staff member or student of Algonquin College you are required to adhere to College policies.

Non-compliance with College policies may result in disciplinary action.

**A copy of this notice is provided to:**

Your Manager / Supervisor:

The Student Conduct Board:

in order that disciplinary measures, appropriate in the circumstances, can be taken. Progressive disciplinary measures are applied in instances of repeated violations.

Issued By: \_\_\_\_\_

Signature: \_\_\_\_\_