## SMOKE FREE WORKPLACE

Extensive health research has shown that smoking or inhaling second-hand smoke has an adverse effect on health and wellness. [Organization Name] is committed to upholding the law and promoting a safe and healthy workplace for all employees and visitors by prohibiting smoking and vaping in enclosed workspaces.

DEFINITIONS

The following definitions are taken directly from the New Brunswick *Smoke-free Places Act*.

“Indoor workplace” means “an enclosed place, other than a vehicle, in which employees perform the duties of their employment and includes an adjacent corridor, lobby, stairwell, elevator, escalator, eating area, washroom, restroom or other enclosed area frequented by employees during the course of their employment, but does not include a private residence unless it meets the requirements of the subsection.”

“Electronic cigarette” means “a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled directly through the mouth by the user of the device, whether or not the vapour contains nicotine.”

“Smoke” means

* to smoke, hold or otherwise have control over an ignited tobacco product or another ignited substance that is intended to be smoked, or
* to inhale or exhale vapour from, or to hold or otherwise have control over,
	+ an activated electronic cigarette,
	+ an activated water pipe, or
	+ another activated device containing a substance that is intended to be inhaled or exhaled.

POLICY

[Organization Name] is a smoke-free workplace.

Employees, contractors, and visitors may not smoke or vape on in any indoor workplace. Smoking and vaping are also prohibited vehicles used in the course of employment, while carrying two or more employees.

In accordance with the New Brunswick Smoke-free Places Act, [Organization Name] will:

* Display signage indicating that smoking and the use of electronic cigarettes is prohibited within the enclosed workplace, location, or area.
* Remove ashtrays or similar equipment (other than a vehicle with installed ashtrays) from every enclosed workplace or place or area.
* Take reasonable precautions to ensure that the exposure of employees to smoke in a place where smoking is permitted under this Act is minimized.

Employees who smoke or vape outside the workplace in areas where smoking is permitted are asked to do so in a safe manner, using all of the proper disposal methods for materials.

It is not the obligation of [Organization Name] to provide breaks for smoking.

This policy is for the workplace only. Indeed, [Organization Name] supports maintaining employee health and welfare, but the organization will not penalize employees for using tobacco products outside of work.

Non-Compliance

Those who violate the New Brunswick Smoke-free Places Act guidelines outlined in this policy will be subject to disciplinary action, including possible suspension or termination of employment.