## SMOKING IN THE WORKPLACE POLICY

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 in the workplace according to the *Environmental Tobacco Smoke Work Site Regulations* of the *Safety Act.*

(Additional legislation that may apply: the *Smoking Control and Reduction Act and the Tobacco and Vapour Products Control Act.)*

DEFINITIONS

The following definitions were sourced from the *Smoking Control and Reduction Act*:

**“Smoking”** means

(a) to inhale or exhale smoke from, or to hold or otherwise have control over, (i) a lighted cigarette, cigar or other item, burning any substance or product, or (ii) a pipe, water pipe, or other equipment, burning any substance or product, or (b) to inhale or exhale vapour from, or to hold or otherwise have control over, (i) an activated electronic cigarette, or (ii) another activated device containing any substance or product that may be inhaled or exhaled

**“Public place”** means

1. all or any part of a building, structure or facility, whether covered by a roof or not, to which the public has access as of right or by express or implied invitation, whether or not a fee is charged for entry, including (i) all or any part of a building, structure or facility that is used for private events, (ii) all or any part of a building, structure or facility that is owned or leased by a private club that restricts admission to members and guests, (iii) a family home day care facility, (iv) a continuing care facility, and (v) a hotel, including the guest rooms in the hotel,
2. (b) all or any part of a place to which the public has access as of right or by express or implied invitation, whether or not a fee is charged for entry, in which minors ordinarily gather, including (i) an outdoor playground that is intended for children’s recreational use, (ii) an outdoor field, court or rink that is used for sports or other athletic activities, (iii) an outdoor skateboard park or bicycle park, and (iv) a park that is located in a community, for the duration of any event that takes place in the park, or
3. (c) all or any part of a place that is prescribed specifically or by class.

POLICY

[Organization Name] is a smoke-free workplace.

As per the Environmental Tobacco Smoke Work site Regulations, an employer shall control the exposure of workers to environmental tobacco smoke at an enclosed work site by:

* prohibiting smoking in the enclosed work site; and
* prohibiting smoking outside the enclosed work site within a three metre radius of any entrance to or exit from the enclosed work site,
  + if that area is owned or controlled by the employer.

Therefore, no smoking or vaping is permitted on company premises by employees, contractors, or visitors at any time, except within any designated smoking areas. Smoking or vaping are also prohibited in any other enclosed workplace such as hotel rooms or vehicles being used for company business. Specifically, smoking is banned in motor vehicles where another person who is under 19 years of age is present.

If a designated smoking area has been created, it will be clearly marked with signage. This may be permitted in a designated smoking structure outside an enclosed work site, within a three metre radius of an entrance to or exit from the enclosed work site, if smoke from the structure does not come into contact with workers entering or leaving the enclosed work site. This is the only place employees, visitors or contractors may smoke or vape, provided they do so in a safe manner, with all extinguishable and smoking products materials disposed of properly in the appropriate trash receptacle.

There is no obligation of the company to provide smoking breaks outside of designated break times.

This policy is intended for the workplace only. While Wildlife Conservation Society supports employees in living a healthy lifestyle, it will not penalize employees for smoking or vaping in their personal life.

**Non-Compliance**

Employees who do not comply with the guidelines as set out in this policy, will be subject to disciplinary action, including possible suspension or even termination of employment.