## 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 [Nova Scotia Smoke-free Places Act](https://nslegislature.ca/sites/default/files/legc/statutes/smoke-free%20places.pdf).

“Place of employment” means “an enclosed place, other than a vehicle, in which employees perform the duties of employment and includes an adjacent corridor, lobby, stairwell, elevator, escalator, eating area, washroom, restroom or other common area frequented by employees during the course of their employment but does not include a rental unit of roofed accommodation.”

“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 smoke, inhale or exhale smoke from, burn, carry, hold or otherwise have control over a lit or heated cigarette, cigar, pipe, water pipe, electronic cigarette, or other device that burns or heats tobacco, cannabis or another substance that is intended to be smoked or inhaled.”

POLICY

[Organization Name] is a smoke-free workplace.

Except in designated smoking locations, employees, contractors, and visitors are not permitted to smoke or vape on corporate property.

No one may smoke in an outdoor area within four meters of a building ventilation system intake, an open window of a place of employment, or a place of employment entry.

In company vehicles, smoking and vaping are also prohibited.

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

* Prohibit ashtrays in any place at any time in smoke free designated areas.
* Display signs stating that smoking and the use of electronic cigarettes are not permitted in the enclosed workplace, site, or area.

Signage will clearly identify designated smoking areas. This is the only place where people are permitted to smoke or vape, as long as they do it safely, in an enclosed space, and with all of the necessary disposal supplies.

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

This policy solely applies to the workplace. Although [Organization Name] is committed to employee health and well-being, employees who use tobacco products outside of work will not be penalized.

Non-Compliance

Those who violate the rules established in this policy may face disciplinary action, which could include termination of employment.

Those who will be found guilty of such offense will be liable on summary conviction to a fine of not more than two thousand dollars, as per the guidelines of the Nova Scotia Smoke-free Places Act.