##

## SMOKING IN THE WORKPLACE

Studies have shown that smoking or second-hand smoke have a negative impact on one's health and well-being. [Organization Name] is committed to enforcing the law and preventing workplace smoking and vaping.

DEFINITIONS

The following definitions are lifted from the [*Smoke Free Places Act of Prince Edward Island*](https://www.princeedwardisland.ca/sites/default/files/legislation/s-04-2-smoke-free_places_act.pdf).

“Workplace” is “any place, including a construction site, where an employee is engaged in work, and includes any cafeteria, corridor, lobby, restroom, elevator, escalator, stairwell or other common area within that place, but does not include any area of a shelter for victims of domestic violence.”

“Employee” is “a person employed in a workplace by an employer” or “a person in a workplace for any purpose in connection therewith.”

“Smoke” is “to smoke, utilize, hold or otherwise have control over an ignited tobacco product or another ignited product or substance that is intended to be smoked” or “an operating electronic smoking device, waterpipe or other device or instrument used or intended to be used to deliver vapour or smoke by inhalation from the device or instrument in a manner that resembles smoking tobacco or another product or substance that is intended to be smoked.”

POLICY

[Organization Name] is a smoke-free workplace.

Employees, contractors, and visitors are not permitted to smoke or vape on corporate property unless in designated smoking areas.

In company vehicles, smoking and vaping are also prohibited.

In accordance with the *Smoke Free Places Act of Prince Edward Island*, [Organization Name] will:

* Designate smoking for employees or guests.
1. The outdoor smoking area is located a prescribed minimum distance from any entrance to or outdoor intake for the indoor non-smoking area of the company premises;
2. The indoor non-smoking area of the company is separated by walls, ceilings, windows, and doors that totally block the smoke from the outside smoking area.
* Display signs stating that smoking and the use of electronic cigarettes are not permitted in the enclosed workplace, site, or area.

[Organization Name] will not require employees to work in a designated smoking area.

Designated smoking areas will be properly marked with signs. This is the only location where people are allowed to smoke or vape, as long as they do it safely, in an enclosed enclosure, and with the essential disposal materials.

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

This policy is only in effect at work. Employees who use tobacco products outside of work will not be penalized, despite the fact that [Organization Name] is committed to employee health and well-being.

Non-Compliance

Those who break this policy will face disciplinary action, up to and including termination.

Legal ramifications: For the information of employees, those found guilty of an offence under the *Smoke Free Places Act of Prince Edward Island* will be liable on summary conviction to a fine of not less than $100 but not more than $2,000.