## TOBACCO AND VAPOUR 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 and will control exposure to these hazardous products by creating a tobacco and vapour free environment.

DEFINITIONS

The following definitions have been taken from the Government of British Columbia and the *Tobacco and Vapour Products Control Act*.

“Fully or substantially enclosed” means a structure that has a roof or other type of covering, and more than 50% of the “nominal wall space” prevents the air from flowing easily through it.

“Electronic cigarettes” mean a product or device, whether it resembles a cigarette, containing an electronic or battery-powered heating element capable of vapourizing an e-substance for inhalation or release into the air.

"Vapour product" means the following: an e-cigarette; an e-substance; a cartridge for or a component of an e-cigarette.

POLICY

[Organization Name] is a tobacco and vapour free environment.

No smoking or vaping is permitted within any workplace by employees, contractors, or visitors at any time, or in the six metre buffer zones around doors, open windows, and air intakes to these locations.

Smoking or vaping are also prohibited in any other fully or substantially enclosed workplace such as hotel rooms or vehicles being used for company business, even if an employee is the sole occupant.

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 [Organization Name] 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 of the [*Tobacco and Vapour Products Control Act*](http://www.bclaws.ca/civix/document/id/complete/statreg/96451_01) and [Regulation](http://www.bclaws.ca/civix/document/id/complete/statreg/232_2007)*,* as set out in this policy, will be subject to progressive discipline, including possible suspension or even termination of employment.