## SMOKING IN THE 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 the work space, unless within designated smoking areas.

DEFINITIONS

The following definitions have been taken from the *Non-smokers’ Health Act*.

“Designated smoking area” means an area, other than an enclosed room, that is designated for smoking under subsection 3(2).

“*Work space*” means any indoor or other enclosed space in which employees perform the duties of their employment, and includes any adjacent corridor, lobby, stairwell, elevator, cafeteria, washroom, or other common area frequented by such employees during the course of their employment

“Smoking” means to smoke, hold or otherwise have control over an ignited tobacco product or ignited cannabis or to vape using a vaping product.

*“Vaping product”* means:

* (a) a device that is intended to be used to simulate the act of smoking a tobacco product or cannabis and that emits an aerosol that is intended to be inhaled, including an electronic cigarette, an electronic cigar and an electronic pipe; and
* (b) a device that is designated to be a vaping product by the regulations.

POLICY

[Organization Name] is a smoke-free workplace.

No smoking or vaping is permitted on company premises by employees, contractors or visitors at any time, except within any designated smoking areas.

In accordance with the *Non-smokers’ Health Act*, [Organization Name] will ensure that persons refrain from smoking in any work space under the control of the employer

If a designated smoking area has been created, 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 [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 *Non-smokers’ Health Act,* as set out in this policy, will be subject to disciplinary action, including possible suspension or even termination of employment.