##

## SMOKE FREE WORKPLACE

In extensive health research, smoking or secondhand smoke has been shown to have a negative impact on one's health and well-being. [Organization Name] is dedicated to enforcing smoking laws and preventing smoking and vaping in the workplace.

DEFINITIONS

The following definitions have been taken from the Yukon *Tobacco and Vaping Products Control and Regulation Act*.

“Enclosed workplace” means all or part of the inside or other enclosed part of a building, structure or other space that is fully or substantially enclosed, whether or not there is a roof over it, but does not include a school.

“E-cigarettes” means a vaporizer or inhalant type device of any shape that,

1. contains a power source and heating element; and
2. is designed to heat a substance and produce a vapour to be inhaled by the user of the device directly through the mouth.

“Smoke” means

1. to smoke, hold or otherwise have control over an ignited tobacco product;
2. to inhale, hold or otherwise have control over an activated water pipe in which is contained a tobacco product or herbal shisha; or
3. to smoke, hold, inhale or otherwise have control over a prescribed product or a product in a prescribed class of products.

“Vape” means to inhale, hold or otherwise have control over an activated e-cigarette.

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. Smoking or vaping are also prohibited in any other enclosed workplace such as hotel rooms or vehicles being used for company business.

In accordance with the *Tobacco and Vaping Products Control and Regulation Act*, [Organization Name] will:

* Post the required smoke free signage at each entrance and exit of the enclosed workplace, place, or area in appropriate locations and in sufficient numbers to ensure that employees and the public are aware that smoking and the use of electronic cigarettes is prohibited in the enclosed workplace, place, or area
* Ensure that no ashtrays or similar equipment remain in the enclosed workplace or in any other location where smoking is prohibited under the *Tobacco and Vaping Products Control and Regulation Act*, other than a vehicle in which the manufacturer has installed an ashtray

If a designated smoking area has been created, it will be clearly marked with signage. 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 *Tobacco and Vaping Products Control and Regulation Act,* as set out in this policy, will be subject to disciplinary action, including possible suspension or even termination of employment.