

	Subject:	No. of Pages:	Effective Date:
	Smoke-Free Workplace Policy - Ontario		October 10, 2018
	Type:	Version #: 1.0	Approved: HR Committee

Intent

OCTEVAW maintains a commitment to the health and safety of all its employees. Smoking has been scientifically proven to be harmful to the health of both smokers and non-smokers who come into contact with second-hand smoke. In the interest of promoting a safe and healthy work environment, OCTEVAW has adopted a smoke-free workplace policy in accordance with the [Smoke-Free Ontario Act, 2017](#). This policy also covers medical cannabis and cannabis-related products.

Definitions

Smoking: The act of lighting, inhaling, or carrying of a lighted or smouldering cigar, cigarette, joint, or pipe of any kind.

Electronic cigarette: Under the *Smoke-Free Ontario Act, 2017*, 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 by the user of the device directly through the mouth, whether or not the vapour contains nicotine.

Enclosed workplace: Under the *Smoke-Free Ontario Act, 2017*:

1. The inside of any place, building, structure, or vehicle or conveyance or a part of any of them:
 - i. That is covered by a roof;
 - ii. That employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time; and
 - iii. That is not primarily a private dwelling; or
2. A prescribed place.

Medical cannabis: Under the *Smoke-Free Ontario Act, 2017*, cannabis that is obtained for medical purposes in accordance with applicable federal law or as provided for in the regulations.

Guidelines

1. Smoking shall be prohibited on all company premises. This includes smoking or holding lighted tobacco or medical cannabis, an electronic cigarette, or consuming a prescribed substance.

2. This policy applies to all employees, guests, contractors, and customers, and extends to include company vehicles, hotel rooms, or rental cars booked for company business purposes.
3. OCTEVAW has no intentions towards influencing the actions of employees' smoking habits outside of the workplace, and will not pursue disciplinary action for those who smoke off of company premises.
4. Employees are expected to be fit for duty and remain fit for duty throughout the duration of their shift.
5. OCTEVAW will not discharge employees or refuse to hire applicants on the grounds that they smoke.

Violations

OCTEVAW may pursue disciplinary action up to and including termination of employment. Employees who witness violations must report the infraction to their manager or human resources immediately.

I, (Employee Name), acknowledge that I have read and understand the Smoke-Free Workplace Policy of OCTEVAW. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules or procedures set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____