## SMOKE-FREE WORKPLACE POLICY

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 workplace, unless within designated smoking areas.

This policy is based on Alberta’s *Tobacco, Smoking and Vaping Reduction Act* and regulation.

DEFINITIONS

The following definitions have been taken directly from Alberta’s *Tobacco, Smoking and Vaping Reduction Act*.

“Smoke” means to smoke, hold, or otherwise have control over a lit tobacco product;

“Tobacco product” means a product composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy;

“Vape” means to inhale or exhale the vapour produced by a vaping product;

“Vaping product” means, subject to the regulations:

1. a product or device that contains a power source and heating element intended for vaporizing a substance for inhalation,
2. a solid, liquid or gas substance, whether or not the solid, liquid or gas substance contains nicotine, that is intended for use in a product or device and that, on being heated, produces a vapour, but does not include:
   1. a controlled substance within the meaning of the Controlled Drugs and Substances Act (Canada),
   2. cannabis as defined in the Cannabis Act (Canada),
   3. compressed tobacco that is intended to be consumed by inhalation through a device that heats the compressed tobacco, or
   4. a drug as defined in the Food and Drugs Act (Canada),
   5. Or
3. a cartridge or component for a product or device;

“Workplace”means all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles;

“Work vehicle” means a vehicle owned or leased by an employer and used by employees during the course of their employment.

POLICY

[Organization Name] is a smoke-free workplace.

In accordance with the *Tobacco, Smoking and Vaping Reduction Act,* no smoking or vaping is permitted in any workspace under the control of the employer, including work vehicles.

If a designated smoking area has been created, this is the only place employees, visitors or contractors may smoke, provided they do so in a safe manner, with all smoking or vaping product 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, Smoking and Vaping Reduction Act,* as set out in this policy, will be subject to disciplinary action, including possible suspension or even termination of employment.