## 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 using e-cigarettes in enclosed workspaces.

DEFINITIONS

The following definitions are taken directly from the [Newfoundland Smoke-Free Environment Act](https://assembly.nl.ca/Legislation/sr/statutes/s16-2.htm).

**"Smoke**" or **"smoking"** means:

* to smoke, hold or otherwise have control over an ignited tobacco product or ignited cannabis,
* to inhale or exhale vapour from an e-cigarette or to hold or otherwise have control over an activated e-cigarette, or
* to inhale or exhale vapour or smoke from a water pipe or to hold or otherwise have control over an activated water pipe.

**"e-cigarette"** means:

* a product or device, whether or not it resembles a cigarette, containing a power source and heating element designed to vapourize an e-substance for inhalation or release into the air, or
* a product or device prescribed in the regulations similar in nature or use to a product or device described above.

**"Workplace"** means an indoor or other enclosed space in which employees perform the duties of their employment, and includes an adjacent corridor, lobby, stairwell, elevator, cafeteria, washroom or other common area frequented by the employees during the course of their employment.

**"Employee"** means a person who is employed by an employer and includes a person whose services are contracted for by an employer.

**"Designated smoking room"** means an enclosed room that is designated for smoking.

POLICY

[Organization Name] is a smoke-free workplace.

Except in designated smoking rooms, employees, contractors, and visitors are not permitted to smoke, vape, or use a hookah on corporate property. In company vehicles, smoking and vaping are also prohibited.

In accordance with the Newfoundland *Smoke-Free Environment Act*, [Organization Name] will:

* Display signs that indicate that smoking and the use of electronic cigarettes and hookah is not allowed within the enclosed workplace, location, or area.
* Other than a vehicle with an ashtray fitted, no ashtrays or similar equipment are permitted in the enclosed workplace or area.

Signage will clearly identify designated smoking areas. This is the only site where people are permitted to smoke or vape, as long as they do so safely, in an enclosed space, and with the necessary disposal items.

Any area occupied or used by non-smokers will never be assigned as a smoking area, or an e-cigarette area.

It is not the obligation of [organization] to give smoking breaks. Breaks are provided in accordance with the Hours of Work Policy.

This policy solely applies to the workplace. Although [Organization Name] is committed to employee health and well-being, employees who smoke outside of work will not be penalized.

Non-Compliance

Those who breach the Newfoundland *Smoke-Free Environment Act* principles specified in this policy will face disciplinary action, which may include suspension or termination.