

# Smoking and Vaping Policy

## Policy brief & purpose

Our employee smoking and vaping policy outlines our rules regarding smoking in the workplace. This policy aims to protect non-smokers without unreasonably depriving smokers from their right to smoke.

What is covered under the Employee Smoking and Vaping Policy?

Our employees who smoke need to follow this policy so they will:

- Protect non-smokers from second-hand smoking, avoid setting off alarms and smoke detectors, preserve an image of a clean workplace and avoid fires from discarded cigarettes

We'll follow any legal guidelines regarding indoor smoking.

## Scope

This policy applies to all employees of our company as well as to visitors, contractors and temporary staff.

## Policy elements

Our policy refers to all tobacco products. As a general rule, smoking and vaping isn't allowed indoors. This rule refers to:

- Working areas, hallways, staircases, restrooms, warehouses, company vehicles, kitchen and cafeterias

We may establish designated areas that are properly ventilated and secluded.

Smoking is prohibited indoors at any time, not just during working hours. If an employee stays late at work, they're still obliged to follow this policy.

Areas where smoking is permitted

We permit smoking during normal breaks at:

- Designated smoking areas
- Balconies and open-air verandas
- Any outer premises including gardens, yards and outside of our buildings

We also advise our employees to:

- Extinguish their cigarettes and discard them only in appropriate containers
- Avoid smoking when they have scheduled meetings with clients or vendors
- Avoid smoking near flammable objects and areas

## Disciplinary Consequences

We expect employees to respect this policy and their colleagues. We'll take disciplinary action towards employees who disregard this policy:

- Employees who violate this policy frequently or cause severe problems (e.g. fires) may face consequences up to and including termination.
- Employees who violate this policy infrequently or don't cause major issues will face reprimands or detracting of benefits.

Managers and our HR department are responsible for taking appropriate action after they investigate any incidents thoroughly.

### APPROVED:

*This Policy will be reviewed every 12 months to ensure its appropriateness, accuracy and value.*



**Craig Riding**

**Director**



**Derek McGuinness**

**Director**