

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	<b>HR 6.11.ON</b>
Section:	Health and Safety	Issued:	Dec. 19, 2019
Subject:	<b>SMOKING/VAPING in the WORKPLACE</b>	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 4
		Replaces:	NEW
Issued by:	Community Resource Centre	Issued:	

## 1 POLICY

1.01 The **Community Resource Centre** is committed to providing a smoke and vape-free, healthy, comfortable and productive work environment for our employees and everyone visiting our premises.

1.02 No person will smoke (inhaling and exhaling) or hold lighted tobacco or cannabis (medical or recreational) in the workplace (even when the workplace is closed), which includes any part of a building, structure or vehicle with a roof that an employee works in or visits, even during off-hours, including, but not limited to:

- an office building
- all organization vehicles, including rental vehicles used for organization business
- organization-hosted or sponsored events

1.03 No person will vape substances made or sold to be used in an electronic cigarette (e-cigarette) (inhaling or exhaling) or hold an activated e-cigarette, whether or not the vapour contains nicotine or any other substance, including cannabis, in the workplace (even when the workplace is closed), which includes any part of a building, structure or vehicle with a roof that an employee works in or visits, even during off-hours, including, but not limited to:

- an office building
- all organization vehicles, including rental vehicles used for organization business
- organization-hosted or sponsored events

1.04 Smoking and vaping are prohibited on all outdoor property belonging to, or under the control of, the organization.

## 2 PURPOSE

2.01 The **Community Resource Centre** is committed to promoting and protecting the health of its employees and therefore promotes and maintains a smoke- and vape-free workplace in accordance with federal and provincial legislation.

## 3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees, contractors, customers and visitors.

## 4 RESPONSIBILITY

4.01 Managers are responsible for ensuring the consistent administration of, adherence to and

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 6.11.ON
Section:	Health and Safety	Issued:	Dec. 19, 2019
Subject:	<b>SMOKING/VAPING in the WORKPLACE</b>	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	2 of 4
		Replaces:	NEW
Issued by:	Community Resource Centre	Issued:	

enforcement of this policy.

4.02 All employees are responsible for ensuring that they do not smoke or vape in the workplace or at organization-hosted or sponsored events in compliance with this policy. The success of this policy will depend on the thoughtfulness, consideration and cooperation of smokers/vapers and non-smokers/vapers. All of us share in the responsibility for adhering to and enforcing this policy.

## 5 DEFINITIONS

5.01 “**Enclosed workplace**” means,

- (a) the inside of any place, building or 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
- (b) a prescribed place pursuant to the regulations of the *Smoke-Free Ontario Act, 2017*.

5.02 An **enclosed public place** means the inside of any place, building, structure, vehicle or conveyance, or a part of any of them that is covered by a roof and where the public is invited or has access (regardless of any associated entry fee) and any prescribed place pursuant to the regulations of the *Smoke-Free Ontario Act, 2017*.

5.03 **Electronic cigarette** means 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.

5.04 **E-substance** means a substance that is manufactured or sold to be used in an electronic cigarette.

5.05 **Flavoured tobacco product** includes a tobacco product that is represented as being flavoured, that contains a flavouring agent or that is presented by its packaging, by advertisement or otherwise as being flavoured.

5.06 **Tobacco product** means any product that contains tobacco, and includes the package in which tobacco is sold. It includes any processed or unprocessed form that may be smoked,

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 6.11.ON
Section:	Health and Safety	Issued:	Dec. 19, 2019
Subject:	<b>SMOKING/VAPING in the WORKPLACE</b>	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	3 of 4
		Replaces:	NEW
Issued by:	Community Resource Centre	Issued:	

inhaled or chewed, including snuff, but not products intended for use in nicotine replacement therapy.

- 5.07 **Tobacco product accessory** means a product that may be used in the consumption of a tobacco product, including a humidior, pipe, cigarette holder, cigar clip, lighter and matches.
- 5.08 **Vapour product** means an electronic cigarette, an e-substance, or any component of an electronic cigarette and includes the package in which the electronic cigarette, e-substance or component is sold.
- 5.09 **Cannabis** has the same meaning as in subsection 2 (1) of the *Cannabis Act* (Canada).
- 5.10 **Smoking** means smoking (inhaling and exhaling) or holding lighted tobacco or cannabis (medical or recreational).
- 5.11 **Vaping** means inhaling or exhaling vapour from an electronic cigarette (e-cigarette) or holding an activated e-cigarette, whether or not the vapour contains nicotine.

## 6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

*Smoke-Free Ontario Act*, 2017 (Ontario)  
*Occupational Health and Safety Act* (Ontario)  
*Human Rights Code* (Ontario)  
*Cannabis Control Act* (Ontario)  
*Non-smokers' Health Act* (Canada)  
*Cannabis Act* (Canada)  
SPP HR 5.04.ON — Accommodation on the Basis of Disability  
SPP HR 6.06.ON — Alcohol and Drugs in the Workplace

## 7 PROCEDURE

- 7.01 To accommodate those who smoke or vape (except in regards to recreational cannabis, which is strictly prohibited during work hours or while performing work in an enclosed workplace or outside of an enclosed workplace) or who require the use of prescribed and licensed medical marijuana (aka medical cannabis), specific designated smoking/vaping areas are available outside each enclosed workplace. These are the only areas where smoking/vaping is permitted; these may be used by employees only during regular rest breaks or lunch periods.
- 7.02 Employees are prohibited from littering in the designated smoking or vaping area. Designated

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Human Resources	SPP No.	<b>HR 6.11.ON</b>
Section:	Health and Safety	Issued:	Dec. 19, 2019
Subject:	<b>SMOKING/VAPING in the WORKPLACE</b>	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	4 of 4
		Replaces:	NEW
Issued by:	Community Resource Centre	Issued:	

receptacles must be used to dispose of tobacco products and accessories or e-cigarettes and accessories, matches and other related items safely and cleanly. Failure to use designated receptacles may result in the discontinuance of any or all outside smoking/vaping areas.

- 7.03 In the event a non-smoker or non-vaper has a complaint about tobacco smoke or electronic cigarette vapour in or around the workplace, the concerns of the non-smoker or vapour will be immediately addressed.
- 7.04 An employee who smokes or vapes in the workplace is in contravention of this policy and will be required to comply immediately with this policy or to leave the premises. The contravening employee will also be disciplined in accordance with the Progressive Discipline policy.

