



**SECTION:** Health and Safety

**POLICY:** HS 11

**DATE:** June 2025  
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**PAGE:** 1 of 2

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## **SMOKE-FREE WORKPLACE POLICY**

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### **PREAMBLE**

Extensive health research has shown that smoking or inhaling second-hand smoke has an adverse effect on health and wellness. Contact Brant is committed to upholding the law and promoting a safe and healthy workplace for all employees and visitors by prohibiting smoking and vaping in enclosed workspaces.

This policy is intended for the workplace only. While Contact Brant supports employees in living a healthy lifestyle, it will not penalize employees for smoking or vaping in their personal life.

Definitions: The following definitions have been taken from Ontario.ca or the Smoke-Free Ontario Act.

*Enclosed workplace* means any part of a building, structure, or vehicle with a roof that an employee works in or visits, even during off-hours. This includes hotel rooms and vehicles used for business purposes.

*Electronic cigarettes* 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.

*Smoking* means smoking (inhaling and exhaling) or holding lighted tobacco or cannabis (medical or recreational).

*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.

### **POLICY**

Contact Brant is a smoke-free workplace.

No smoking or vaping is permitted on company premises by employees, contractors, or visitors at any time, except within any designated smoking areas.

Contact Brant will meet the requirements of the Smoke-Free Ontario Act (SFOA).

## PROCEDURE

1. In accordance with the Smoke-Free Ontario Act (SFOA), Contact Brant will:
  - Post the required smoke-free signage at each entrance and exit of the enclosed workplace, place, or area in appropriate locations and in sufficient numbers to ensure that employees and the public are aware that smoking and the use of electronic cigarettes is prohibited in the enclosed workplace, place, or area;
  - Ensure that no ashtrays or similar equipment remain in the enclosed workplace or place or area, other than a vehicle in which the manufacturer has installed an ashtray.
2. A designated smoking area will be clearly marked with signage. This is the only place employees, visitors, or contractors may smoke or vape, provided they do so in a safe manner, with all extinguishable and smoking products materials disposed of properly in the appropriate trash receptacle.
3. Non-Compliance: Employees who do not comply with the guidelines of the Smoke-Free Ontario Act (SFOA), as set out in this policy, will be subject to disciplinary action, including possible suspension or even termination of employment.