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	WORKPLACE SMOKING POLICY	July 2015	
	Approved by: Vice President, Human Resources & Organizational Transformation	Page 1 of 6	Revision 0.0

WORKPLACE SMOKING POLICY

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1 PURPOSE

The purpose of the Workplace Smoking Policy ("Policy") is to communicate CEDA's position on smoking in the Workplace to its Employees.

Secondhand smoke is a known health hazard and is treated in the same manner as any other health hazard. It is our goal to provide our employees with a work environment that offers the opportunity and resources to optimize personal health and well-being. This goal can be achieved only through efforts to protect non-smokers and to help smokers adjust to restrictions on smoking.

2 DEFINITIONS

CEDA or the COMPANY means CEDA and its subsidiaries, all entities forming part of the CEDA Group of Companies.

CLIENT means any customer of CEDA whereby CEDA performed services.

CLIENT JOB SITE means a location in which CEDA Employee performs a job activity or a job for a Client.

EMPLOYEE includes any person employed by CEDA on a permanent full or part-time basis and independent contractors of CEDA (collectively "EMPLOYEES") and EMPLOYEES of subcontractors providing services to CEDA or on behalf of CEDA.

LEADER means an employee of CEDA who has direct accountability and responsibility for one or more direct reports.

WORKPLACE means any location to which an Employee regularly reports for work and may include the Client Job Site.

3 POLICY


This Policy applies to all sites/physical facilities owned, leased or being worked in/on. This includes client/customer work sites and all company-owned, leased or operated vehicles.

CEDA is committed to promoting a safe, respectful and healthy work environment for all of its Employees worldwide.

Recognizing the adverse health affects of tobacco and tobacco smoke and the rights of all Employees to breathe smoke-free air, CEDA endeavors to promote wellness and protects all of its Employees.

This Policy has been developed to minimize Employee health risk related to smoking in the Workplace and to assure compliance with applicable laws.

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4 SCOPE

All CEDA Employees, visitors, contractors and service providers are required to adhere to this Policy.

5 ACCOUNTABILITY

5.1 Leadership

- Accountable for the ongoing compliance of this Policy within the Leader's work areas.
- Adhere to standard practices in resolving issues of nonconformance (in addressing Employee complaints) and maintain expected levels of productivity within your work groups.
- Accountable for communicating, supporting and implementing this Policy to all Employees.
- Build awareness and understanding of this Policy's contents.
- Ensure that Employees fully understand the required expectations and their responsibility to comply with this Policy.
- Accountable for monitoring Employee conduct and performance and ensuring compliance with this Policy.


5.2 Employees

- Accountable for contributing positively to a smoke free Workplace.
- Respect and promote a safe, respectful and healthy work environment.
- Maintain expected levels of productivity.

5.3 Human Resources

- Ensure that the Policy is communicated and accessible to all Employees, visitors, contractors and service providers.
- Accountable for supporting an effective response to a complaint of non compliance with this Policy.
- In consultation with leadership, determine appropriate disciplinary action and coordinate the communication process.
- Respond to questions or concerns related to this Policy.

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6 GUIDELINES

CEDA has a vital interest in promoting employee well-being and maintaining a safe, healthy and efficient work environment. It is expected that Employees share the responsibility of promoting and maintaining such an environment.

All of CEDA's locations will be smoke-free environments. Smoking, the use of electronic cigarettes, personal vaporizers or electronic nicotine delivery systems, will be prohibited in all buildings or enclosed walkways at all times.

Smoking, the use of electronic cigarettes, personal vaporizers or electronic nicotine delivery systems, is only permitted on Company and client sites in the external designated smoking areas.

Smoking, the use of electronic cigarettes, personal vaporizers or electronic nicotine delivery systems, is not permitted inside physical facilities or in Company-owned, leased or operated vehicles at any time.

Local leadership will define and communicate all designated smoking areas.

Any applicable specific law provisions that address smoking in the Workplace will be taken into account. Where a provision of this Policy conflicts with applicable law, the applicable law shall supersede this Policy.

Employees on a Client Job Site are required to follow both the Client's policies and this Policy. If Client's policy and this Policy are in conflict, Employees are required to follow whichever policy has the higher standard.

6.1 Daily Rest Periods

- Employees who choose to smoke or use electronic cigarettes, personal vaporizers or electronic nicotine delivery systems, within the permitted areas should do so only during their regularly scheduled breaks or meal periods. Break time periods should not exceed 15 minutes in the morning and 15 minutes in the afternoon.
- All Employees are required to adhere to the designated breaks times based on work hours and shifts.


6.2 Company Vehicles

- Under no circumstances is smoking, the use of electronic cigarettes, personal vaporizers or electronic nicotine delivery systems allowed in Company owned, leased or operated vehicles.

6.3 Provincial Legislation

- Applicable provincial legislation outlines that smoking is prohibited in:
 - In a public place.

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- In a Workplace.
- In a public vehicle.
- Within a prescribed distance from a doorway, window or direct intake of a public place or Workplace.

7 COUNSELLING

In the interest of long term health effects, CEDA encourages Employees to contact CEDA's Employee and Family Assistance Program provider for free counselling support and interactive eLearning smoking cessation programs. In addition, your health care provider can provide information about these types of programs.

In addition, Alberta has two free province-wide cessation services. The AADAC Smokers' Help Line, 1-866-332-2322, and the website www.albertaquits.ca are available to all Albertans throughout the province. Both services offer expert counselling support and a customized quit plan.

Provincial cessation services for Employees can be found online through the Lung Association.

The Extended Health and Health Spending Account (HSA) may be used to assist eligible non-union Employees in the cost of prescription smoking cessation drugs.

8 BREACH OF POLICY

Each Employee is expected to respect the right of others to a smoke-free Workplace and to abide by the terms of this Policy and any applicable legislation. Failure to comply with this Policy may result in disciplinary action, up to and including termination.

9 APPROVAL HISTORY

Effective Date: February, 2012

Approved: February, 2012

Revised: July, 2015

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