



GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Human Resources

TOPIC: Smoking/E-Cigarettes

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PURPOSE

The dangers of smoking and inhaling second hand smoke have been well documented. Community Living Thunder Bay is concerned for the health and well- being of the people whom it supports, its employees, friends and volunteers.


While CLTB recognizes the right of each individual to the lifestyle of his/her choice, it also recognizes the right of each individual to a healthy environment. People receiving support have a right to smoke, but with this right there is a responsibility to consider the rights of others who share one's home. CLTB has a responsibility to help provide a healthy environment by informing smokers about the risks of smoking and its effect on others. This policy will also include and apply to the use of E-cigarettes in the workplace.

POLICY

1. Smoking or the use of e-cigarettes will not be permitted in the offices and/or buildings of the Association.
2. Smoking or the use of e-cigarettes will only be permitted in designated smoking areas outside the offices and buildings of the Association and these areas will generally be marked; if not marked, smoking or the use of e-cigarettes will be at least 2.5 meters (10 feet) away from entrances, exits and any air intake vents.
3. All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers as provided. Supervisors will ensure periodic cleanups of the designated smoking, e-cigarette use area.
4. Smoking or e-cigarette use in the home shall be negotiated by the people living in that home and may be restricted to a safe designated area agreeable to all who share the home.
5. Staff will confine smoking or e-cigarette use to approved break times and these will take place outside the home.



6. Smoking or e-cigarette use in personal vehicles used during work shall be negotiated by the owner of the vehicle and the occupants and individuals accompanying them at the time.
7. There will be no smoking or e-cigarette use in company vehicles at any time. Smoking or e-cigarette use in an automobile with the windows closed when co-workers or individuals are present is prohibited. The high concentration of smoke in a small, closed area greatly increases the exposure to the smoker and to other passengers.

Initial: 

GENERAL MANUAL PROCEDURE

TOPIC: Smoking/E-Cigarettes

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PROCEDURE

Employees will be informed of this policy through signs posted in buildings and vehicles, the policy manual, and will receive orientation and training from their supervisors.

Visitors will be informed of this policy through signs and it will be explained by their host.

The Association will assist employees who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.

Any violations of this policy will be handled through standard disciplinary procedures.

