



Document Name	Non-Smoking/Non-Vaping Policy
Document Number	7009p
Last revised	October 3, 2022
Purpose	To promote a healthy environment
Connecting Documents	Not applicable
Connecting Forms	Not applicable
Connecting Systems	Not applicable

## Smoke-Free Policy

### Intent

EZ STAK maintains a commitment to the health and safety of all its employees. Smoking has been scientifically proven to be harmful to the health of both smokers, and non-smokers that encounter second-hand smoke. In the interest of promoting a safe and healthy work environment, EZ STAK has adopted this smoke-free workplace policy.

This policy covers the use of cannabis and cannabis-related products and is applicable to all employees, guests, contractors, and customers. This policy also extends to include company vehicles, and any hotel rooms or rental cars booked for company business purposes.

### Definitions

Electronic cigarette – A vaporizer or inhalant-type device, that contains a power source and heating element designed to heat a substance and produce a vapor intended to be inhaled directly through the mouth by the user of the device, whether or not the vapor contains nicotine.

Indoor workplace – An enclosed place in which employees perform the duties of their employment and includes an adjacent corridor, lobby, stairwell, elevator, escalator, eating area, washroom, restroom, or other enclosed area frequented by employees during their employment.

Secondhand Smoke - Smoke that is exhaled by the smoker. Even indirect smoke such as this has been proven to create a health risk to anyone exposed to it.

Smoking - Includes smoking, holding, or otherwise having control over an ignited tobacco product or cannabis product; inhaling or exhaling vapor from an electronic cigarette or water pipe; and holding or otherwise having control over an activated electronic cigarette or activated water pipe.

**This policy applies to:**

- All areas of buildings occupied by company employees including entrances, exits, loading docks both during and after business hours.
- All company-sponsored offsite conferences and meetings.
- All vehicles owned or leased by the company.
- All company employees.
- All visitors (customers and vendors) to company premises.
- All contractors and consultants and/or their employees working on company premises.
- All temporary employees.
- All student interns.

**Guidelines**

Permitted smoking is limited to tobacco-based products. The smoking of cannabis and cannabis-related products is strictly prohibited on company property.

**Where Smoking is Permitted**

- Rear of facility back left corner of parking lot. (a visible sign is posted)

**When Smoking is Permitted**

- EZ STAK employees are permitted to smoke in designated smoking areas on regularly scheduled breaks.
- Employees who take unscheduled breaks for the purposes of smoking may be subject to disciplinary action.

**Additional Guidelines**

- EZ STAK will ensure that, as required by legislation, signs indicating areas where smoking is permitted or prohibited are posted.
- No person other than a manager or a person acting under their instructions shall remove, alter, deface, conceal, or destroy a sign that is posted or displayed for the purposes of communicating where smoking is allowed or prohibited on EZ STAK premises.
- Ashtrays or similar receptacles are not permitted in any place or area where smoking is prohibited.
- EZ STAK shall take reasonable precautions to ensure that the exposure of employees to smoke in a place where smoking is permitted is minimized.
- EZ STAK has no intention to influence employee smoking habits, or the actions of employees, outside of the workplace, and will not pursue disciplinary action for those that smoke off of EZ STAK premises.
- EZ STAK will not discharge employees, or refuse to hire applicants, on the grounds that they are smokers.

**Compliance**

If an employee is seen smoking in a restricted area, the appropriate manager will be advised. EZ STAK employees in violation of this policy will be disciplined. It is the responsibility of management representatives to monitor compliance with this policy among all employees, and to document clearly all steps taken in the application of the policy.

Employees working at EZ STAK are encouraged to promote compliance of the policy to ensure its effectiveness. Anyone witnessing a customer, contractor, or visitor smoking where smoking is prohibited, will advise the person of the policy, and refer them to the signage. If the person refuses to comply, the employee will immediately notify the nearest available manager, who will inform the individual of the policy. If the individual continues smoking in a restricted area, they will be asked to leave the property.