



Title: No Smoking Policy	Internal / External
Department: Corporate Services	Policy Number: CS-002
Approval Date: September 23, 2013	Implementation Date: September 23, 2013
Revision Approval: June 18, 2024	Revision Implementation Date: June 18, 2024

BACKGROUND

The act of smoking and using vaping devices poses several negative health effects. These health effects are felt by smokers, and by those exposed to second-hand smoke and irritants.

PURPOSE

Due to major health concerns related to smoking, the following policy outlines the No Smoking Policy for the Town of Paradise. The purpose of this policy is to define the Town’s commitment to compliance with provincial legislation, and dedication to providing healthy environments while promoting healthy living.

POLICY STATEMENT

The Town is committed to providing safe, smoke free work environments for its employees, council, residents, contractors, and volunteers. In accordance with Smoke Free Environment Act, 2005, guidelines are in place pertaining to smoking and vaping prohibition, disciplinary action, and smoking cessation to help ensure that smoke free work environments are maintained.

DEFINITIONS

“E-cigarette” or “vaping device” includes a product or device containing a power source and heating element, designed to vaporize an e-substance for inhalation or release into the air.

“e-substance” means a solid, liquid or gas for use in an e-cigarette or vaping device that, upon being heated, produces vapour.

“smoke” or “smoking” means:

(i) to smoke, hold or otherwise have control over an ignited tobacco product or ignited cannabis, (ii) to inhale or exhale vapour from an e-cigarette or vaping device, (iii) to hold or otherwise have control over an activated e-cigarette or vaping device, or (iii) to inhale or exhale vapour or smoke from any type of pipe or related smoking device.

GUIDELINES

1. Prohibition

- 1.1. According to the Smoke Free Environment Act, 2005, a person shall not smoke or use vaping devices in any municipal workplace, or place that is normally open to members of the public. This includes all Town owned buildings, facilities, and vehicles, including restrooms, breakrooms, stairwells, conference rooms, hallways, workstations, and all other areas, as well as cars, trucks, plows and dump trucks, loaders, and backhoes. In addition, employees are not to smoke or use vaping products in their personal vehicle when transporting others on Town business.
- 1.2. Smoking and using vaping devices are not permitted at outdoor Town facilities, except for parking lots at a minimum of 10 meters from all doors, entryways, walkways, athletic fields, recreation spaces, playgrounds, and green spaces. Littering of cigarette butts and other smoking-related litter is also prohibited.
- 1.3. Work breaks will not be extended beyond that provided in employees' collective agreements.

2. Signage

- 2.1 Employees and members of the public are reminded of this policy by signage posted in all Town owned buildings and vehicles.
- 2.2 Signage is not required in each area for this policy to apply.

3. Disciplinary Action and Reporting Violations

- 3.1 This policy is in effect 24 hours a day. Any employee not complying with this policy may be subject to disciplinary action.
- 3.2 Persons observing a violation of this policy are asked to bring it to the attention of their supervisor immediately.
- 3.3 Investigation of any violation is to be done in confidence. Discriminatory or disciplinary actions against those reporting violations of this policy or seeking its enforcement are prohibited under the Smoke Free Environmental Act, 2005.

4. Smoking Cessation

- 4.1 Departments, in consultation with Human Resources, can provide information to employees on smoking cessation programs and available supports.
- 4.2 If an employee wishes to quit smoking, they may connect with the Town's Employee Assistance Program (EAP) provider or the Newfoundland and Labrador Smokers' Helpline

RESOURCES AND OTHER LEGISLATION

This policy (CS-002) should be interpreted in combination with the following:

- [Smoke Free Environment Act, 2005 CHAPTER S-16.2 An Act to Revise the Law Respecting Smoking in Public Places and the Workplace](#)

Where this Act conflicts with this policy (CS-002) or any municipal policy, regulation, or a by-law respecting smoking in a workplace or a public place, the provision that is the more restrictive of smoking prevails.

REVISION HISTORY

	Date Adopted	Motion Number
Policy Adopted	September 23, 2013	M24-049
Policy Revision Approval	June 18, 2024	MCS-021

REVIEW

This policy may be subject to change at any time following new knowledge or new experience.

APPROVAL

Chief Administrative Officer: _____ Date: _____