

# The Smoke-Free Ontario Act:

## Important Information for Tobacco Vendors



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- Employee Sign-off Sheet

*If you have any questions call your local public health agency.*

# INTRODUCTION

Not to Kids is a program offered by a coalition of Ontario public health agencies to reduce youth smoking. One part of the program is aimed at preventing the sale and supply of tobacco products to minors by educating retailers and the community about the Smoke-Free Ontario Act.

This resource material is for store owners and employees who sell tobacco products. Please read this information carefully and we recommend that you keep it on file for future reference.

It is intended to help you understand and obey the law regarding the sale and supply of tobacco products to anyone under age 19 and to inform you about the requirements of the Smoke-Free Ontario Act.

Visit [www.ntk.ca](http://www.ntk.ca) for more resources.

This edition of this retailer educational resource has been made possible through a financial contribution from the Smoke-Free Ontario Strategy, Ministry of Health Promotion.



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**As of May 31, 2008, no tobacco products may be displayed.**



## SMOKE-FREE ONTARIO ACT:

# DISPLAY AND PROMOTION

There are restrictions placed on tobacco product display and promotion of tobacco products at retail settings. Tobacco products include cigarettes, cigars, smokeless tobacco (i.e. chew, snuff, spit), and loose tobacco.

## DISPLAY RESTRICTIONS

- Only single packages of cigarettes, not cartons of cigarettes can be displayed (until May 31, 2008).
- Countertop displays of tobacco products are not allowed.
- Customers are not allowed to handle cigarettes or other tobacco products prior to purchase.

## PROMOTION RESTRICTIONS

If the promotional material reflects a particular brand of tobacco product, it is not allowed. Some examples are:

- Decorative panels and backdrops associated with particular brands.
- Backlit or illuminated panels.
- Promotional lighting.
- Three-dimensional exhibits.

Matches or lighters with tobacco company brand name or logo can not be visible or displayed within the store but may continue to be sold.

## SIGNAGE RESTRICTIONS

A maximum of three signs are allowed per establishment that refer to tobacco products and/or tobacco product accessories. Signage requirements:

- Maximum size of 968 square centimetres (12" x 12")
- Black text on a white background
- No brand of tobacco or tobacco-related accessory
- Must not be visible from outside of the retail establishment

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**If you have questions, please contact your local public health unit.**



## SMOKE-FREE ONTARIO ACT:

# TOBACCO PRODUCT DISPLAY BAN MAY 31, 2008

As of May 31, 2008, the *Smoke-Free Ontario Act* makes it illegal to display tobacco products at tobacco vendor locations in Ontario. Tobacco products include cigarettes, cigars, cigarillos, pipe tobacco, chewing tobacco, snuff, snus, loose tobacco, bidis and blunt wraps.

### What does that mean for how you operate your store?

Vendors must make sure staff understand and follow through with the duty to not display tobacco products.

- Customers must not be able to see tobacco before making a purchase.
- The short time required to take a tobacco product from storage and hand it to the customer in a sale is not considered display.
- A storage unit may not be opened to let the customer see what stock you have in order to choose a tobacco product.
- Any storage unit must be kept closed at all times except to select a product to hand to a customer making a purchase.
- Vendors must make sure that tobacco products are not able to be seen by customers while re-stocking or doing inventory checks.

### What are acceptable storage and dispensing systems?

The following are some examples of acceptable storage and dispensing systems, as long as they are used in a way that does not allow display of tobacco products:



- Overhead containers with tobacco products only able to be seen by the clerk

- Below-the-counter drawers or cabinets with tobacco products only able to be seen by the clerk



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Supplying tobacco to anyone under 19 is against the law

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- Retrofit devices covering shelves with top hinge 'flip up' covers which close automatically or immediately by gravity; the cover (doors) must be in sections no larger than 30.5 x 61cm (12 x 24 inches) in length and open one at a time
- Slim drawers that open in sections and show only the spine of cigarette packages
- On-the-counter devices and rotating trays of tobacco products, only able to be seen by the clerk.
- Single package dispensing, gravity-fed devices



## What are unacceptable storage and dispensing systems?

It will be more difficult to comply with the display ban using any storage method that is not self-closing, and which may show a large supply of tobacco products to customers during a purchase or easily be left open. Examples are:

- Garage door style covers which open and display a large stock of tobacco products
- Large cupboard doors that open and display a large amount of tobacco products
- Retrofit devices covering shelves with bottom hinge "flip down" covers that do not close automatically and would remain open unless lifted back to a closed position
- Curtains or blinds
- Horizontal sliding doors (like sliding closet doors)

## How will customers know I sell tobacco products or what brands and types of tobacco are available?

- Stores are permitted up to three signs with white background and black text indicating the availability of tobacco (see Signs section of binder).
- A list, binder, or other record of tobacco products available for purchase is allowed for reference upon request by the customer. This must be stored away from view, should only be taken out during a sale, and then returned at once to storage.



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## SMOKE-FREE ONTARIO ACT:

# PENALTIES

## FINES

- Selling or supplying tobacco products to youth under 19 years old is against the law and will result in charges with fines ranging from \$300 to \$100,000 for an individual or up to \$150,000 for a corporation.
- Failure to post the required no smoking signs, identification sign, age restriction/health warning sign could result in a \$200 charge for each signage violation, up to a maximum of \$75,000.
- Vicarious liability means that the owner of the business may be held liable for an employee's contraventions of selling or supplying tobacco to youth and can be convicted of a tobacco sales offence with respect to the acts of employees.

## AUTOMATIC PROHIBITION

- If your store is convicted of a tobacco sales offence two or more times within 5 years, you may **LOSE** your ability to sell, store or accept the delivery of any tobacco product. This is referred to as "automatic prohibition". (Refer to SFOA Sec 16(1) for list of offences)
- Vicarious liability means that the owner of the business may be held liable for an employee's contraventions of selling or supplying tobacco to youth.
- The prohibition period ranges from 6 to 12 months, depending on the number of prior convictions.
- Under an Automatic Prohibition Order, all tobacco products must be removed from your store. Any tobacco products stored on your property during a prohibition can be seized and removed by a tobacco enforcement officer. (SFOA Section 17(1)) *Note: Prohibitions for storage of tobacco products at the premise do not apply to small amounts of tobacco for the immediate personal use of persons who work in the place in accordance with SFOA s.16(7).*
- The following sign must be posted:



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The federal Tobacco  
Act is enforced by  
Health Canada  
Tobacco Inspectors.

For more information  
visit the Health Canada  
Tobacco Control  
website:  
[www.gosmokefree.ca](http://www.gosmokefree.ca)



# FEDERAL TOBACCO ACT

The federal Tobacco Act (1997) regulates the manufacture, sale, labelling and promotion of tobacco products.

## The federal Tobacco Act aims to protect the health of Canadians by:

- Protecting young persons and others from promotion of ducts and the consequent dependence on them.
- Protecting the health of young persons by restricting access to tobacco products.
- Enhancing public awareness of the health hazards of using tobacco products.

## Under the federal Tobacco Act:

- **Rolling Papers**  
Rolling papers are included under the federal Tobacco Act as a tobacco related product. You cannot sell them to anyone under the age of 18. The age is different because this is a federal law.
- **Lighters and Matches**  
Retailers can sell lighters or matches to youth. There is no law that says you cannot sell lighters or matches. However, many retailers refuse to sell them due to safety concerns. Kids can get seriously injured from playing with lighters and matches.
- **Free Give Aways**  
Under the federal Tobacco Act, free items cannot be given to customers who are purchasing tobacco products. This includes lighters, matches, candies, etc.

**Note:** this information about legislative requirements is for information only. Please consult the Federal Department of Justice website (<http://laws.justice.gc.ca/en/showtdm/cs/T-11.5>) for full details. Please keep in mind that laws can change from time to time and the government website will offer the most up-to-date information.



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# ONTARIO TOBACCO TAX ACT

The Ontario Tobacco Tax Act regulates the distribution, sale and possession of cigarettes, cigars and other tobacco.

## Under Ontario's Tobacco Tax Act:

- You must be able to prove that tobacco tax has been accounted for on all tobacco products in your possession or offered for sale.
- Tobacco that is not purchased, possessed, acquired, marked, stamped, transported, stored or sold in accordance with the Tobacco Tax Act is considered illegal tobacco.

## Sell only cigarettes with Ontario-adapted federal stamp:

- Ensure all cigarettes have the Ontario-adapted federal stamp on the package. Cigarette packages without the Ontario-adapted federal stamp are not permitted to be sold to consumers in Ontario.
- Tobacco products sold at duty-free stores in Ontario do not have provincial markings, they are marked with the peach coloured federal stamp.

## Fines and Assessed Penalties:

- Fines under the Ontario Tobacco Tax Act for offences can range from \$100 to \$10,000 in addition to at least three times the tax.
- Convictions may also result in you losing the cigarettes to the Province.
- You may also be assessed significant tax penalties as the result of violations under the Ontario Tobacco Tax Act.

## Prohibition Order:

- Convictions under the Tobacco Tax Act can lead to an Automatic Prohibition Order under the Smoke-Free Ontario Act.

**Note:** this information about legislative requirements is for information only. Please consult the Ministry of Finance website (<http://www.fin.gov.on.ca>) for full details. Please keep in mind that laws can change from time to time and the Ministry website will offer the most up-to-date information.





## NOT TO KIDS!

Supplying tobacco to anyone under 19 is against the law

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## SMOKE – FREE ONTARIO ACT:

### OTHER TYPES OF TOBACCO PRODUCTS

Selling or supplying **any** tobacco products to anyone under 19 years old is against the law. All sales staff must be aware of all the different forms of tobacco products available for sale in your store.

#### What is a Tobacco Product?

Products that contain or are made from tobacco are called tobacco products. Always read labels to see if the product contains tobacco. Tobacco products include but are not limited to:

- Cigarettes
- Cigars
- Cigarillos (small, thin cigars)
- Pipe tobacco
- Beedi/Bidis
- Some rolling papers and blunt wraps (if they have tobacco inside)
- **Chew / Snuff / Snus**

#### “Smokeless Tobacco”

Most people know about tobacco products like cigarettes and cigars that are lit and smoked. Some tobacco products do not need to be lit. These are often referred to as “smokeless tobacco”.

This type of tobacco is:

- placed in the mouth between the cheek and teeth to be sucked on
- chewed, or
- sniffed up the nose

The term “smokeless tobacco” makes the product **seem** less harmful than cigarettes because it does not produce secondhand smoke. “Smokeless” tobacco is also called spit tobacco, chewing tobacco, chew, dip and plug. These tobacco products come in two forms:

#### 1. Chewing Tobacco

There are 3 types of chewing tobacco:

- a loose tobacco leaf, sold in pouches

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If you have  
questions,  
please  
contact  
your local  
public  
health unit.



- a plug made of tobacco leaves that are pressed into a small brick shape. A user must cut a piece off before placing it in their mouth.
- twisted or rolled dried tobacco leaves formed into a rope.

**2. Snuff Tobacco** – Snuff can either be dry or moist tobacco leaves. Dry snuff looks like a powder and is sniffed through the nose. Moist snuff is placed in the mouth. **Snus** is a form of moist snuff which may be packaged in small bags like tea bags.

### **“Smokeless” does NOT mean harmless**

Chew and snuff tobacco is a mixture of tobacco, sugar, salt, flavouring, and thousands of chemicals, including 28 *that can cause cancer*. The amount of nicotine in one dip or chew is 3 or 4 times as much as in one cigarette. These types of tobacco can cause many health problems including mouth sores and cancers of the mouth and throat.

### **Tobacco Products and the Law**

Chew and snuff tobacco, like cigarettes, cannot be sold and/or supplied to youth under the age of 19 in Ontario. (Refer to the section on The Law in your Smoke-Free Ontario retailer binder for further information about fines.)

You must ask anyone who appears to be less than 25 years old for identification that proves they are at least 19 years of age. (Refer to the section on I.D. in your Smoke-Free Ontario retailer binder for further information about acceptable I.D.)

### **Our Youth**

The tobacco industry has been marketing smokeless tobacco products in a way that is very attractive to our youth. Chew tobacco comes in many different flavours including green apple, cherry, berry, peach, vanilla, wintergreen and spearmint. These flavours make the products very appealing to youth. The use of spit tobacco (moist snuff) has been directly linked to sports and some young people incorrectly think it will make them better athletes. The number of youth using spit/chew tobacco is fairly low at present. We need to keep it that way by making sure that these tobacco products are not sold to anyone under the age of 19.

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Supplying tobacco to anyone under 19 is against the law

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## SMOKE – FREE ONTARIO ACT:

### FLAVOURED CIGARILLOS AND PACKAGING

As of July 1, 2010 the *Smoke- Free Ontario Act* includes new restrictions on packaging of cigarillos and selling of flavoured cigarillos.

#### What are the changes to the law?

- It is illegal to sell, offer to sell, distribute and offer to distribute flavoured cigarillos.
- Cigarillos flavoured with menthol can still be sold.
- All unflavoured and menthol cigarillos must be sold in packages of 20 or more.

#### What is a cigarillo?

A cigarillo is a little cigar. There are two types – ones that have a filter and ones that do not have a filter. They are wrapped in tobacco leaf or a paper that has tobacco in it.

The *Smoke-Free Ontario Act* defines them like this:

1. A tobacco product that,
  - i. weighs less than 1.4 grams, excluding the weight of any mouthpiece or tip
  - ii. is in the form of a roll or tube and
  - iii. has a wrapper that contains natural or reconstituted leaf tobacco

**This means that if a cigarillo weighs less than 1.4 grams, does not have a filter and is flavoured it is prohibited.**

2. A tobacco product that,
  - i. has cellulose, acetate or other type of filter
  - ii. is in the form of a roll or tube and
  - iii. has a wrapper that contains natural or reconstituted leaf tobacco

**This means that if a flavoured cigarillo has a filter it is prohibited regardless of weight.**

#### What is a flavoured cigarillo?

A flavoured cigarillo is a cigarillo that has flavouring added to it. The only flavour exemption is menthol. Any cigarillo that is advertised, marked or sold as being flavoured is prohibited.

#### Why is a new law being made to deal with flavoured cigarillos?

One of the many goals of tobacco control laws is to protect the health of youth. There are many reasons for taking aim at flavoured tobacco.

- To protect young people from the marketing tactics used by the tobacco industry.
- The flavours being added are appealing to young people - cherry, apple, strawberry, etc.
- Packaging of single and flavoured cigarillos makes these products look like candy, markers or even electronics.
- Prices of single cigarillos are cheaper than buying a pack of cigarettes. They range from under a dollar for a single cigarillo to a few dollars for a pack of eight.



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## SMOKE – FREE ONTARIO ACT:

### FLAVOURED CIGARILLOS AND PACKAGING

#### **Why is a new law being made to deal with flavoured cigarillos? (cont.)**

- Not all cigarillos have the required Health Canada warnings and there are no health warnings on individual cigarillos. The lack of a health warning suggests they are not as harmful as regular cigarettes.

#### **Why do they have to be in packages of 20 or more?**

Cigarillos are affordable when sold as singles, especially to minors. Having cigarillos in packs of at least 20, like cigarettes, makes them more expensive. Single cigarillos do not have health warnings on them, which misleadingly suggests that they are not as harmful as cigarettes. With a 20 pack, the health warning will be prominently displayed. Cigarillos that are allowed for sale have to be stored in compliance with current display ban rules.

#### **What about Bill C-32, the Federal cigarillo law?**

Bill C-32 amends the Tobacco Act. The amended Tobacco Act will include the following changes:

- Require the packaging of cigarettes, little cigars and blunt wraps in quantities of at least 20;
- Prohibit the manufacture or sale of cigarettes, little cigars and blunt wraps containing certain additives, including flavourings;
- Prohibit the packaging or sale of cigarettes, little cigars and blunt wraps in a manner that suggests that they contain certain additives, including flavourings; and
- Further restrict permitted forms of advertising.

The amended Tobacco Act defines "little cigar" as a roll or tubular construction that:

- (a) is intended for smoking;
- (b) contains a filler composed of natural or reconstituted tobacco;
- (c) has a wrapper, or a binder and a wrapper, composed of natural or reconstituted tobacco; and
- (d) has a cigarette filter or weighs no more than 1.4 g, excluding the weight of any mouthpiece or tip.

#### **Penalties**

Cigarillos are a tobacco product and, if sold to minors, may result in a \$400.00 fine and can count towards an automatic prohibition.

Sale, offering for sale, distributing and offering to distribute prohibited cigarillos may result in a \$400.00 fine.

Sale, offering for sale, distributing and offering to distribute unflavoured or menthol cigarillos in packages of less than 20 may result in a \$300.00 fine.

November 2010



Contact your local health department for any questions about the *Smoke-Free Ontario Act*.  
Contact Health Canada for any questions about Bill C-32.

**Health Canada website with information regarding the amended Tobacco Act:**

[http://www.hc-sc.gc.ca/hc-ps/tobac-tabac/legislation/federal/amend\\_faq-modif-eng.php](http://www.hc-sc.gc.ca/hc-ps/tobac-tabac/legislation/federal/amend_faq-modif-eng.php)

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# WHO TO ASK FOR IDENTIFICATION

**You must ask anyone who appears to be less than 25 years old for identification that provides proof of age – usually called I.D. The person must prove to you that they are at least 19 years of age before you sell any tobacco product to that person.**

**By asking for I.D., you may avoid:**

- Selling tobacco products to a person less than 19.
- Guessing a young person's age.
- Being charged.

**The law lists the following as acceptable I.D. that a vendor can ask to see:**

1. Driver's licence issued by the Province of Ontario
2. Canadian passport
3. Canadian Citizenship card
4. Canadian armed forces card
5. Photo card issued by the L.C.B.O.

***"In addition, I.D. that includes a photograph of the person, date of birth, and appears to have been issued by a government is acceptable."***

O.Reg. 48/06 Section 3(1)

You may accept, but not ask for an Ontario Health card with a photo as I.D.

**Three steps for checking I.D.**

**1. I.D. Card.**

Look at the I.D. card. Is the photo card one of the acceptable forms of I.D.? If not, NO SALE!

**2. Date of Birth.**

Look at the birth date and determine the person's age. Under 19, NO SALE!

**3. Photo.**

Look at the person, and then look at the photo on the card. Be sure you are looking at the person whose photo is on the card. If they look different, NO SALE!





# ACCEPTABLE I.D.

You must ask anyone who appears to be less than 25 years of age for identification that proves they are at least 19 years old before selling them any tobacco products.

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The Ontario's Drivers License and the Ontario Photo Identification Card are the most common forms of I.D. used when purchasing tobacco products. Any I.D. that has been issued by a government and includes a photograph of the person and date of birth is also acceptable.

### Ontario Driver's Licence

Over 19 years



Under 19 years (New 2013)\*



### Ontario Photo I.D. Card

Over 19 years



Under 19 years (New 2013)\*



**\*Note:** Licenses and photo I.D. cards issued since January 2013 to persons under 19 will not only show the date they were born but will also specify the date that they turn 19, for example: **AGE 19/ANS 2014/02/28**.

Other examples of acceptable I.D.:

1. Passports
2. Canadian Citizenship card
3. Drivers' licence from other Provinces or U.S. states.
4. Photo card issued by L.C.B.O.
5. Canadian armed forces card

You may accept, but not ask for an Ontario Health card with a photo as I.D.



# FIVE STEPS FOR CHECKING I.D.

## Step 1

Is the ID acceptable? Is the I.D. issued by a government? Does the I.D. include a photograph of the person, and their date of birth? Does the I.D. appear to be altered in any way, for example, double laminated, or more than one type of lettering? If you suspect the I.D. has been altered, ask the person to state their full address and date of birth.

## Step 2

Does the photo on the I.D. match the person standing in front of you? Focus on the nose, ears, and chin. These features rarely change.

Ontario Driver's License (Over 19 years of age)

Ontario Driver's License (Under 19 years of age)



## Step 3

Carefully check **the date of birth** on the I.D. (Licenses and photo I.D. cards issued since January 2013 to persons under 19 will not only show the date they were born but will also specify **the date that they turn 19**, for example: **AGE 19/ANS 2014/02/28**.)

## Step 4

Take the time you need to accurately calculate the person's age. If necessary, use a calculator or pen and paper. Do not override the prompt on the cash register.

## Step 5

If the I.D. is valid and the person is 19 or older, return the I.D. and make the sale. If the I.D. is not valid or the person is underage, refuse the sale.

**Remember: If you sell tobacco to a customer who is underage, you and/or the store owner may be charged.**



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Only Smoke-Free Ontario Act signs are acceptable, replace any previous Tobacco Control Act signs.



If you need any additional signs call your local public health agency.



# SMOKE-FREE ONTARIO ACT: REQUIRED SIGNAGE

The Smoke-Free Ontario Act signs must be posted wherever tobacco products are sold or offered for sale.

## 1. Age Restriction & Health Warning Sign (18 x 35 cm)

Post this sign where tobacco products are sold and where the clerk and customer can see it.



## 2. Identification Sign (9 x 18 cm.)

Post this sign where tobacco products are sold and where the clerk and customer can see it.



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### EXAMPLE:

No Smoking Sign  
Posted at a  
Bathroom



### 3. No Smoking Sign (10 x 10 cm.)

Under the Smoke-Free Ontario Act  
there is no smoking allowed  
anywhere in the store.

This sign must be posted at each  
entrance, exit, washrooms, and  
other appropriate locations  
throughout the store to notify your  
customers and staff that there is no  
smoking allowed.



## SIGNAGE (OPTIONAL):

### Not to Kids Identification 25 Sign

This sign lets your customers know that they will be asked for I.D. if they  
look under 25 years of age. Please post this sign to help your customers  
understand the law. The sign should be posted where customers can  
see it. Note: this sign would be considered one of the three signs  
allowed by the regulations.



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The following  
websites offer useful  
information:

Ministry of Health  
Promotion:  
[http://www.mhp.gov.  
on.ca](http://www.mhp.gov.on.ca)

Not to Kids Coalition:  
<http://www.ntk.ca/>

Your local public  
health agency  
website



# TIPS: STORE OWNERS & OPERATORS

## Smoke-Free Ontario Act

Everyone who sells tobacco products must know this law.

### Tell your employees about this law

- Meet with each employee.
- Call a staff meeting.
- Have staff read this information and ensure they understand it.
- Have staff sign the sheet that says they have read and understood this information.
- Keep this information where all employees can see it and refer to it.
- Share this information with all new employees and review it with all employees regularly.

### Tell your employees to I.D. everyone who looks under 25

- Teach your staff to be familiar with acceptable I.D.
- Teach your staff the three easy steps for checking I.D. (see I.D. section).
- Tell staff to watch for fake I.D.
- Tell staff – “If in doubt, do not sell”.
- Inform your employees that they can be charged if they sell tobacco products to anyone under 19. The store owner or corporation can also be charged.

### Teach your employees how to handle complaints

- Make sure all signs are posted in your store.
- Have your employees tell customers they are obeying the law.
- Have your employees show customers the Smoke-Free Ontario Act and Not to Kids (optional) signs.

### Meet with your employees regularly:

- Remind staff of the law.
- Share all new information when it is sent to you.
- Have staff review this information on a regular basis and check that they understand what is required by the law.
- Ask if they have any questions or concerns.
- Tell staff to speak with you or contact the local public health agency for additional information.

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# TIPS: REFUSING TOBACCO SALES

If you are going to refuse a tobacco sale to a customer remember:

- Stay relaxed
- Maintain eye contact
- Speak softly and slowly
- Use non-aggressive language:
  - Avoid the words: can't, won't, should, should not
  - Use words such as: maybe, perhaps, sometimes, what if, it seems like, I feel, I think, I wonder
- Gently remind them that it's the law; point to the sign
- If the under age customer questions you about asking for their I.D., refer them to the Smoke-Free Ontario Act and Not to Kids (optional) signs posted in your store.
- If a customer begins to verbally abuse or threaten you, ask them to leave the store. If they refuse to leave, call the police.
- If the police come, take down the name and badge number of the police officer(s). You may need to contact the officer(s) again.



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## TIPS: EMPLOYEES

### Smoke-Free Ontario Act

Everyone who sells tobacco products must know this law.

#### **As an employee, you must know this law**

- Read this information – if you don't understand or have any questions check with your supervisor or contact your local public health agency.
- Sign the sheet that says you have read this information.
- Know where the information is located.
- Share this information with your co-workers.

#### **I.D. everyone who looks under 25**

- Familiarize yourself with the acceptable I.D.
- Learn the three easy steps for checking I.D. (see I.D. section).
- Watch out for fake I.D.
- If in doubt – do not sell.
- You can be charged if you sell to anyone under 19. The clerk, store owner or corporation can be charged.

#### **Know how to handle complaints**

- Make sure all signs are up in the store.
- Tell customers you are obeying the law.
- Show customers the Smoke-Free Ontario Act and Not to Kids (optional) signs.
- Read the section on safety tips.

#### **Remember:**

- Review all new Smoke-Free Ontario Act and Not to Kids information when it is sent to the store.
- Review this information on a regular basis.



**NOT TO KIDS**

Supplying tobacco to anyone  
under 19 is against the law

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### WINDOWS

Keep the windows  
clear so that you  
can see inside and  
outside the store.



## TIPS: STAFF SAFETY

Staff safety is of primary concern at all times. Given that, please review the following staff safety tips.

### Store Windows

- Make sure you can see out to the street.
- Make sure others can see into your store.
- Do not cover your windows with signs or posters.
- Do not pile up crates or boxes in front of windows.

### Outside Store

- Be aware of what is going on outside your store.
- Illegal activity outside the store, such as drinking, vandalism etc., may become a threat to employees; contact police.
- Ensure outside lighting is in good repair and turned on when required.

### Inside Store

- Increase number of staff during busy business hours or late night shifts.
- Consider limiting the number of youth in your store at one time to be better able to monitor activity within the store.
- Ensure surveillance cameras are in use at all times.
- Keep a list of emergency numbers by the cash register or put the emergency number into the speed dial on your phone.

***Talk with neighbouring businesses.  
By working together you can keep safe.***

**For more information contact your local police.**



## Supplying tobacco to anyone under 19 is against the law

## ■ Introduction

- ## ■ The Law

- I.D.

- ## ■ Posting Signage

- ## ■ Tips

- ## ■ EMPLOYEE SIGN-OFF SHEET

***If you have any  
questions call  
your local public  
health agency.***



# Employee Sign-off Sheet

Store Name: \_\_\_\_\_

**Address:** \_\_\_\_\_

Please ensure everyone who works in your store has read this information. Have them sign below to show that they have **read and do understand** the requirements of the Smoke-Free Ontario Act.

[illegible]