

Required Action Policy for Tobacco and Vape Products

1. WHAT IS REQUIRED?

- To comply with federal and provincial tobacco regulations.
- You must request ID from anyone purchasing tobacco or vape products, who looks to be younger than 40.

2. WHY?

- To ensure we are not selling tobacco or vape products to minors.
- It is against the law to sell tobacco or vape products to minors. A person who distributes tobacco or vape products to a minor is guilty of an offence, and could be punished with:
 - Loss of employment
 - Face personal fines of \$4,000 to \$100,000
 - Loss of license to sell tobacco and vape products, as well as face additional fines of \$10,000 to \$150,000. (for the Associate)

3. WHO?

- Each and every Guest that wants to buy tobacco products.

4. REQUIRED ACTION

- **Guests that look under the age of 40** are asked for (picture) I.D. when purchasing tobacco products.
- Ask for (picture) I.D. if they look under 40 **before quoting the price of tobacco products.**
- Ask for (picture) I.D. if they look under 40 **before placing tobacco products on the counter.**
- Don't let an angry Guest stop you from asking for (picture) I.D. **IT'S THE LAW!**

5. I.D. THAT MAKES THE GRADE

- Driver's license
- Passport
- Certificate of Canadian Citizenship
- Canadian permanent resident card
- Canadian Armed Forces I.D. card
- Any documents issued by a federal or provincial authority or a foreign government that contain a photo, date of birth and signature are also acceptable.

- **IMPORTANT** – *School I.D. cannot be accepted as proof of age.*

6. EXPECTED RESULTS

- No Employee is charged with selling tobacco products to a minor.
- Employees always remember to ask for I.D.
- No Employee receives a warning letter about selling to a minor.
- Employees are supported by the manager for asking **ALL** Guests for I.D. who want to buy tobacco products.

7 SIGN OFF

- I have read and understand my role in complying with this Required Action Policy.

For protection of both the Employee and Associate, once you have read the above required actions please have the Employee sign this document in understanding and acceptance of the above mentioned guidelines. Please file this form in the Employee file for future reference or upon request from a provincial tobacco inspector.