

Smoke and Vape-Free Workplace Policy

POLICY #PC-02-20

FINAL

PURPOSE

The purpose of this policy is to protect employees from exposure to second-hand smoke in the workplace and to ensure a safe, healthy, comfortable and productive working environment for all employees. OLG has a legal responsibility to comply with the *Smoke-Free Ontario Act* and to ensure all employees are compliant.

APPLICATION AND SCOPE

This policy applies to all OLG employees, visitors, contractors, clients, customers, volunteers, or other members of the public. The ban on smoking and/or vaping in an enclosed workplace is in effect at all times, even after hours, when people are not working or when other members of the public are not present.

POLICY STATEMENT

OLG is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As such, OLG prohibits smoking and vaping inside the workplace, in company vehicles and all other enclosed workplace related areas in accordance with the *Smoke-Free Ontario Act*.

DEFINITIONS

Smoking: the act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette or pipe of any kind

Vaping: refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars

Enclosed workplace: means the inside of any place, building or structure or vehicle or conveyance or part of them, that is covered by a roof and that employees work in or frequent during the course of their employment at the time.

Company vehicle: refers to a leased or OLG-owned vehicle that OLG provides to employees, based on business criteria

REQUIREMENTS

- Under the *Smoke-Free Ontario Act*, the following areas must be smoke-free at all times:
 - The inside portions of any building including offices, washrooms, lobbies, elevators, stairwells, kitchens/break rooms, hallways, boardrooms, shipping areas etc.
 - All vehicles used by employees to conduct work (i.e., company vehicles, delivery/shipping vehicles, shuttles, etc.) regardless of who is in the vehicle
 - Any entrances or loading docks covered by a roof or overhang
 - Any parking structures covered by a roof
- During work breaks, smoking and vaping is permitted outside only in an area designated as a 'Smoking Area'.
- 'No Smoking' signs will be posted at all entrances, exits, washrooms and other appropriate locations as per the *Smoke-Free Ontario Act*.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Employee	<ul style="list-style-type: none">Comply with the Policy and applicable laws relating to smoking and vaping in the workplace
Manager	<ul style="list-style-type: none">Ensure all employees comply with the Policy
People and Culture	<ul style="list-style-type: none">Review and update the Policy as required

RELATED POLICY INSTRUMENTS

- Smoke-Free Ontario Act, 2017
- Occupational Health and Safety Act (Ontario)
- Non-smoker's Health Act (Canada)
- Municipal By-laws
- Corporate Vehicles Policy

POLICY OWNER

Workplace Wellness Manager

POLICY APPROVAL

Approver	Date
Senior Director - Rewards, Wellness, HR Systems & Reporting	March 20, 2023

REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
March 2023	People and Culture - Wellness	<ul style="list-style-type: none">Updated formatExpanded scope to include 'vaping' in accordance with Smoke-Free Ontario ActSupersedes Smoking in the Workplace Policy #HRPP07-08