

SMOKE-FREE WORKPLACE POLICY FOR GALT CURLING CLUB

Due to the health concerns arising from exposure to environmental tobacco smoke, Galt Curling Club is committed to providing a healthy, comfortable and productive work environment for our employees and our members when on our premises. In order to eliminate hazards and ensure a safe, healthy workplace we are committed to making our club entirely smoke-free. This policy covers the smoking of any tobacco product and electronic smoking devices. All forms of tobacco use will be strictly prohibited within company buildings.

“Smoking” means to inhale, exhale, burn, heat, or have control over a lighted cigarette, cigar, pipe, hookah pipe, or other lighted smoking implement designed to burn tobacco or any other weed or substance for the purpose of inhaling or tasting of its emissions. And this definition would also include electronic cigarette use except for those approved as cessation devices by Health Canada.

This policy has been implemented to protect employees and members from exposure to second-hand smoke in the club and to ensure a safe, healthy, comfortable and productive environment for all members and employees. Galt Curling Club has a legal responsibility to comply with Provincial Legislation to ensure all members and employees are compliant.

Scope

This policy applies to all employees, members, President of the club, board members and visitors of Galt Curling Club, as well as visitors, contractors, clients, customers, volunteers or other members of the public. Employees must comply with the Provincial Legislation while working at off-site locations. The ban on smoking in an enclosed workplace is in effect at all times, even after hours, when people are not working or when members are not present.

Policy

As required under the Smoke-Free Ontario Act (<https://www.ontario.ca/laws/statute/17s26>), smoking is prohibited in all portions of Galt Curling Club that fall under the definition of “enclosed workplace” including inside buildings and work vehicles. No person shall smoke in any enclosed public place or enclosed workplace. Ashtrays, or any equipment serving as an ashtray (i.e., coffee cup, tin can, buckets, etc.) are prohibited inside all enclosed workplaces. “No Smoking” signs will be posted at all entrances, exits, washrooms and other appropriate locations. Under the Smoke-Free Ontario Act, these signs must be posted, and they are not to be removed.

Under the name Act, the following areas must be smoke-free at all times

- *The inside portions of any building including offices, washrooms, lobbies, stairwells, kitchens/break rooms, hallways, boardrooms, ice maintenance rooms, storage rooms etc.*
- *Any entrances or loading docks covered by a roof or overhang*
- *Any parking structures covered by a roof*

Smoking is also prohibited on all outdoor property belonging to the company. Smokers who need to take smoke breaks should do so in their allotted breaks. To complement this policy, employees who smoke and would like to take this opportunity to make changes to their smoking behaviour are invited to participate in support being offered by our club.

To further protect the health of our employees and members, Galt Curling Club has designated all entrances smoke-free within 5 metres / 15 feet radius. Therefore, no one shall smoke within 5 metres or 15 feet of an entrance/exit of any building on Galt Curling Club property.

To further protect the health of our employees, Galt Curling Club has designated a smoking area for employees who smoke. This area is located at described location. Except for this location, all parking lots, driveways, sidewalks and grounds around Galt Curling Club's property must be smoke-free.

Enforcement

The success of this policy will depend on the thoughtfulness, consideration and cooperation of smokers and non-smokers. **The fine from the Ministry for violating the Act is in the amount of \$25,000.**

All of us share in the responsibility for adhering to and enforcing this policy.

Any violations of this policy will be handled through standard disciplinary procedure. Conforming to this policy will make our club compliant with provincial legislation.

Feb 5th 2023

Galt Curling Club reserves the right to amend this policy at any time.

AGREEMENT – GALT CURLING CLUB’S SMOKE-FREE WORKPLACE POLICY

We are pleased to welcome you to the Galt Curling Club team.

This is a good opportunity to provide you with a copy of the Smoke-Free Workplace Policy. The objective is to give you an overview of the business and the human resources practices of our company, and to ensure the efficiency of our operations and the harmony of our team.

All employees, whether seasoned or new, may occasionally need to consult the Smoke-Free Workplace Policy. This document is intended as an easy-to-use reference tool containing the answers to your main concerns. Should any of your questions remain unanswered, please feel free to contact the Club Manager.

All the Galt Curling Club policies are evolving documents that may be adapted as appropriate to reflect cultural and organizational changes as well as the modifications that are constantly being made to government regulations. We Galt Curling Club are committed to maintaining open and transparent communication with all employees and will provide updated policies (where applicable) in a timely manner.

ACKNOWLEDGEMENT OF HAVING READ AND UNDERSTOOD THE SMOKE-FREE WORKPLACE POLICY

I, _____, attest that I have read the Smoke-Free Workplace Policy and its various components, including the following:

I acknowledge having received all the relevant information that I need in order to have a good understanding of the content and scope of this policy.

Employee – Print Name

Employee – Signature

Date

Employer – Print Name

Employer – Signature

Date

The original copy is given to the employee and the employer retains a photocopy for their files.