



HUMAN RESOURCE POLICY

9.0 EMPLOYEE WELLNESS
9.05 SMOKE-FREE WORKPLACE

Purpose

This policy is to provide a healthy and safe workplace environment for employees, visitors and clients, as well as to promote and support the healthy behaviour of Saskatchewan Information and Privacy Commissioner (IPC) employees.

Application

This policy applies to all IPC employees.

Policy

Smoking of all forms of cigarettes and the use of tobacco products is not permitted in the Conexus Plaza building and IPC office.

The designated smoking area for Conexus Plaza is at the back of the building near the loading dock.

Section 4.1 of *The Tobacco Control Regulations* states:

For the purpose of subclause 11(2)(b)(ii) of the Act, the prescribed distance from a doorway, window or air intake or an enclosed public place in which a person must not smoke or hold lighted tobacco is three metres.

Smokers and users of tobacco products must dispose of the remains of their tobacco products in the proper manner. This includes using waste disposal for such a purpose and not butting cigarettes or other tobacco products against the building or on window ledges. This helps to keep a clean environment for all employees and our visiting clients.

Authority

The Freedom of Information and Protection of Privacy Act, section 43.1

Influencing Sources

Legislative Assembly Service Human Resource Policy 9.6

Saskatchewan Public Service Human Resource Manual, Section 809

Inquiries

Smokers interested in quitting smoking may contact Director of Operations to see if they are eligible for assistance through EFAP, to explore financial assistance options through the IPC Extended Health Care Plan, or other program for assistance in stopping smoking.