



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 lifestyles of Saskatchewan Information and Privacy Commissioner (IPC) employees.

Application

This policy applies to all IPC employees, volunteers, contractors, work placement experiences and guests of the IPC while they are in the confines of the workplace.

Definitions

Smoke/Smoking

Holding or controlling a cigarette, cigar, pipe or any smoking device (e.g., electronic cigarette) that is burning or heating any tobacco or non-tobacco substance and as a result produces gases, vapours, particles or other emissions.

Workplace

All or any part of a building, structure, vehicle and/or equipment owned or leased by the IPC to provide programs and services by the IPC.

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

The Occupational Health and safety Regulations, 1996

The Tobacco Control Act and Regulations

The Saskatchewan Employment Act

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.