



ARCHDIOCESE OF REGINA

Policy Name:	Smoking in the Workplace	Number:	S4-29
Policy Type:	Employment Benefits and Protection of Employees	Date Approved:	February 2017
Legislation:	Saskatchewan Employment Act Chapter S-15-1	Date Revised:	

Policy Statement: The Archdiocese is committed to promoting and protecting the health of its employees. Accordingly, we promote and maintain a smoke-free workplace in accordance with provincial legislation.

- Procedure:**
- a) Smoking is not permitted inside the workplace, or in company vehicles. Smoking is permitted outside only in an area designated as a “Smoking Area”.
 - b) Designated receptacles must be used to dispose of cigarettes, matches and related paraphernalia. Littering is strictly forbidden.
 - c) Smoking can only occur before and after working hours, during lunch periods, and designated rest or break periods. Smokers are not permitted additional “Smoke Breaks”.
 - d) In the event a non-smoker has a complaint about tobacco smoke in or around the workplace, the concern of the non-smoker shall prevail.
 - e) Employees shall refrain from smoking within five (5) meters of the building.
 - f) An employee who smokes in the workplace is in contravention of this policy and will be required to comply immediately with this policy or be required to leave the premises. This is not to be considered a termination of employment.

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