



271 Frances St.  
 Wingham, ON N0G 2W0  
 T: (519) 357-3930  
 F: (519) 357-3928

Subject: Smoke Free Workplace	Date Approved: November 11, 2014
Approved by: Executive Director	Date Revised:
Specific to: All Staff, Board of Directors and Volunteers	Next Review Date: September 2018

**PRINCIPLE:**

North Huron Family Health Team (NH FHT) maintains a commitment to the health and safety of all its employees. Smoking has been scientifically proven to be harmful to the health of both smokers, and non-smokers that come into contact with second-hand smoke. In the interest of promoting a safe and healthy work environment, NH FHT has adopted a smoke-free workplace policy in accordance with the [Smoke-Free Ontario Act](#).

**DEFINITIONS:**

Smoking - The act of lighting, inhaling or carrying of a lighted or smouldering cigar, cigarette or pipe of any kind.

Enclosed Workplace - the inside of any place, building, structure, vehicle or conveyance or a part of any of them, (i) that is covered by a roof, (ii) that employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time, and (iii) that is not primarily a private dwelling, or (b) a prescribed place;

**POLICY:**

1. Smoking shall be prohibited on all company premises, and is applicable to all employees, guests, contractors and customers. This policy also extends to include company vehicles, and any hotel rooms or rental cars booked for company business purposes.
2. NH FHT has no intentions towards influencing the actions of employees smoking habits outside of the workplace, and will not pursue disciplinary action for those that smoke off of NH FHT premises.
3. NH FHT will not discharge employees, or refuse to hire applicants on the grounds that they are smokers.

**VIOLATIONS:**

In the event of a violation of this policy, NH FHT may pursue disciplinary action up to, and including termination of employment. Employees that witness violations are required to report the infraction to the Executive Director or designate.