



Policy Name SMOKE-FREE WORKPLACE POLICY	Policy Number: 1115
	Effective Date: October 19, 2011
Approved By: Management Committee	Date Revised: October 3, 2018
Classification: Occupational Health & Safety	Page No: Page 1 of 3

POLICY INTENT

The Salvation Army Agapé Hospice maintains a commitment to the health and safety of all its staff. 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 and in accordance with The Government of Alberta Tobacco Reduction legislation, Agapé Hospice has adopted a smoke-free workplace policy. This policy will:

- Provide general definitions of smoking, and its related by-products;
- Prohibit the act of smoking on Agapé Hospice property;
- Set forth procedures in the event of a violation of this policy;
- Outline risks associated with smoking.

DEFINITION

1. The act of Smoking: The lighting of, inhalation, or carrying of a lighted or smoldering cigar, cigarette or pipe of any kind.
2. Mainstream smoke: The smoke directly inhaled by the smoker. Smoking has been shown to be the largest preventable cause of premature death.
3. Second hand smoke: Smoke that is exhaled by the smoker. Even indirect smoke such as this has been proven to create a health risk to anyone exposed to it.
4. Sidestream smoke: The smoke that is emitted from the burning tip of a cigarette, pipe or cigar. This type of smoke has been proven to be the most harmful, as it contains higher levels of carcinogenic chemicals.
5. Medically prescribed cannabis will be reviewed on an individual basis and in accordance with legislation.

POLICY AND PROCEDURE

1. Smoking shall be prohibited on Agapé Hospice premises and is applicable to all staff, family members, visitors, and contractors. This policy also extends to include any hotel rooms or rental cars booked for Agapé Hospice related business purposes. The only exceptions will be in instances where cannabis has been medically prescribed and in accordance with legislation.
2. Agapé Hospice has no intentions towards influencing the actions of staff smoking habits outside of the workplace and will not pursue disciplinary action for those that smoke off of Agapé Hospice premises.



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3. Agapé Hospice is committed to providing cessation support to staff who would like to quit smoking. Supports are available through
 - ✓ **AlbertaQuits Helpline:** The *AlbertaQuits Helpline* is a free, confidential telephone counselling service for smokers and spit tobacco users. Calls are answered by a trained cessation counsellor who can help you develop an individual quit plan, offer information and support or refer you to services available in your community. The *AlbertaQuits Helpline* is 1-866-710-QUIT [7848] and operates daily from 8 am to 8 pm. You may also view their services through the website www.albertaquits.ca
 - ✓ AADAC is free of charge and operates daily from 8 a.m. to 8 p.m.; call 1-866-322-2322 and ask to speak to a counselor from the Tobacco line.
4. In accordance with Human Rights legislation, Agapé Hospice will not terminate staff, or refuse to hire applicants on the grounds that they are smokers.

VIOLATIONS

1. In the event of a violation of this policy, Agapé Hospice may pursue disciplinary action up to, and including termination of employment.
2. Violations of this policy are to be reported to a supervisor or to Employee Relations.



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ACKNOWLEDGEMENT & AGREEMENT

I, _____, acknowledge that I have read and understand the
Staff Name
Smoke-Free Workplace Policy of The Salvation Army Agapé Hospice. I agree to adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including the termination of my employment.

Name: _____

Signature: _____

Date: _____

Witness: _____