



Title: Smoke Free Policy

Version: 2.3

Date: October 02, 2018

Document #: POL-006	Title: Smoke Free Policy	Version # 2.3
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Document	Rev #	Date	Originator	Details of Change
POL-006	1.0	2003-08-01	SQT	Original Draft
POL-006	2.0	2012-07-01	SQT	Updated format
POL-006	2.1	2015-11-24	SQT	Updated signatures
POL-006	2.2	2016-08-12	SQT	Updated signature to President
POL-006	2.3	2018-10-02	SQT	Updated signature to Paul Morris

Our Commitment

At Squamish Terminals, we are committed to providing a healthy, safe and productive work environment for all employees. Squamish Terminals believes that smoking on company property is detrimental to the health and safety of employees and visitors, and poses a fire risk to site facilities and cargo. Squamish Terminals recognizes that it has an obligation to promote positive role models in the workplace and a healthy living and working environment, free from smoking by employees and visitors on company property.

Smoke-Free Boundaries

1. No employee or visitor is permitted to smoke on the Squamish Terminals site at any time (including non-business hours), as follows:
 - a. In any building, facility, personal vehicle or any vehicle owned, leased, rented or chartered by Squamish Terminals.
 - b. On any company grounds and property – including fields and parking lots – owned, leased, rented or chartered by Squamish Terminals.
2. Suppliers, contractors, volunteers or other persons performing services on behalf of Squamish Terminals are prohibited from smoking at any time on company property.

Designated Smoking Area

We recognize that smoking is an addiction and a facility for smoking will be placed close to the entrance/exit area of the site. This facility must be looked after by all that use it. For example, cigarette butts and any waste are to be properly disposed of. Any abuse of this facility or area will result in the removal of the facility and the cancellation of this smoking area.

Definition of Smoking

For the purpose of this Smoke-Free Policy, smoking is defined to include cigarettes, cigars, pipes, little cigars, and any other smoking items reasonably resembling a tobacco product.

Signage

Signs will be posted in a manner and location that adequately notifies employees and visitors about the site wide Smoke-Free Policy.

Enforcement for Employees

Consequences for Employees engaging in the prohibited behavior will be provided in accordance with the company's standard disciplinary procedure.

Enforcement for Visitors, Suppliers & Contractors

Visitors who smoke will be asked to refrain while on company property, directed to use the designated smoking area or asked to leave the premises.

'Quit Smoking' Opportunities

Squamish Terminals will assist employees who wish to quit smoking by facilitating access to recommended cessation programs and materials.

Squamish Terminals' Responsibilities

As an employer, Squamish Terminals has a responsibility to be aware of what is happening in the workplace and to enforce this policy. The success of this policy; however, will depend on the thoughtfulness, consideration and cooperation of smokers and non-smokers. All of us share in the responsibility for adhering to and enforcing this policy.

Approved By:



Paul Morris
Terminal Manager