



<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Policy Effective</u>	<u># of pages</u>	<u>Forms</u>
Smoke Free Workplace	HR-016	179/2026	Jan. 15, 2024 Amended August 18, 2026	1	Smoke Free Workplace signature form
Policy Objective: To provide a Healthy & Safe Work Environment for all Employees, Clients and Visitors and providing a Smoke Free Workplace.					

Policy Intent: The Town of Blaine Lake is committed to providing a healthy and safe environment for all employees, clients, and visitors. In the interest of promoting a healthy and safe work environment, the company has adopted a smoke-free workplace policy in accordance with The Tobacco and Vapour Products Control Act of Saskatchewan.

Definitions

E-cigarette: Either a product or device, whether or not it resembles a cigarette, containing a power source and heating element designed to vaporize an e-substance for inhalation or release into the air; or a product or device prescribed by regulation similar in nature or use to a product or device as described above.

Smoking: Smoking a cigarette, cigar, pipe, or other device used for smoking tobacco or cannabis, or having control of a lighted cigarette, cigar, pipe, or other device used for smoking tobacco or cannabis.

Guidelines

Employees, guests, and customers are prohibited from smoking or using an e-cigarette inside the workplace. The workplace includes all or any part of a building, structure, vehicle and/or equipment owned, or leased by the Town of Blaine Lake. Signs are posted in the workplace indicating that smoking is prohibited. Ashtrays or other similar products are not allowed to be kept in the workplace.

If an employee wishes to smoke, they may do so on their scheduled break outside the workplace.

The Town of Blaine Lake has no intentions of influencing employee smoking habits outside the workplace and will not pursue disciplinary action for those who smoke. The company will not discharge employees or refuse to hire applicants on the grounds that they smoke unless they do so in violation of this policy.

Acknowledgement and Agreement

Newly hired Employees must acknowledge this policy by signing a separate acknowledgement form which is to be kept in their employee file. By signing, employees agree to adhere to this policy and understand that any violation of rules set forth in this policy may result in disciplinary action up to and including termination of employment.

POLICY HR-016

TOWN OF BLAINE LAKE

Policy Title: Smoke Free Workplace
Date Issued: Aug. 18, 2026; Res# 179/2026
Replacing: Jan. 15, 2024; Res# 016/2024

Mayor