



## Smoking Policy

Category: Organizational

Date for Review: April 2014

Approved By: GC#154-03/12/2013

Previous Versions: GC#3/5/7/96;

Effective Date: April 1, 2013

GC#4/5/7/96

### **1. Purpose**

1.1 Our smoking policy aims to create a respectful working environment for all employees and visitors.

### **2. Policy Statement**

2.1 Six Nations Elected Council (SNEC) recognizes that smoking affects individuals in different ways. In order to respect the differences of all individuals, smoking in SNEC workplaces will be controlled in accordance with this policy.

### **3. Scope**

3.1 This policy applies to all Six Nations Elected Council Workplaces, including; vehicles, buildings, and other facilities.

### **4. Definitions**

4.1 *Smoking* – means the use, by combustion and inhalation or other means, of any tobacco product including the use of smokeless (chew/spit) tobacco

4.2 *SNEC* – means the entire Six Nations Elected Council organization

4.3 *Workplace* – means any location owned or leased by SNEC where the business of SNEC is being conducted. This does not include residences, businesses, or other premises that are owned by third parties, or rented or leased by third parties from SNEC.

### **5. Smoke Free Workplaces**

5.1 Unless otherwise stated in this policy smoking shall be prohibited inside all SNEC workplaces.

5.2 Smoking shall be prohibited within nine (9) meters of any entrance to a SNEC workplace.

5.3 Smoking shall be prohibited in all vehicles owned or leased by SNEC.

5.4 The Director of Economic Development may designate a portion of the playing area of the Bingo Hall to be a smoking section. Smoking shall not be permitted in any other area of the Bingo Hall.

5.5 Signage may be erected and maintained at the entrances to SNEC workplaces that clearly indicate that smoking is not permitted within nine (9) meters of the entrance.

5.6 Employees shall be prohibited from smoking while performing their duties and responsibilities as a SNEC employee. This shall not preclude an employee from smoking on designated breaks and/or lunch.

5.7 Senior Directors shall ensure that receptacles for cigarette ‘butts’ and other smoking related waste are removed from entrances and other non-smoking areas. Senior Directors shall provide such receptacles in areas where smoking is permitted.

## **6. Enforcement**

6.1 Supervisors shall ensure all employees and visitors adhere to this policy.

6.2 All violations of this policy by employees shall be dealt with in accordance with Chapter 13 of the *Six Nations Council Employment Policy*.

6.3 Employees are encouraged to inform their immediate supervisor of anyone who fails to comply with this policy.

6.4 Visitors who do not adhere to this policy shall be asked to comply or leave the premises.

## **7. Responsibility**

7.1 The Senior Administrative Officer is the Procedural Authority and is authorized to approve any procedures, guidelines, and forms that are required for the implementation of this policy.

7.2 The Policy Analyst is the Position Responsible and is accountable for ensuring: the ongoing accuracy of the policy; that any procedures, guidelines, and forms are developed and approved by the Procedural Authority; that the policy is reviewed when scheduled; and that the distribution requirements are met.

7.3 The Senior Administration Team is the Implementation Position and is responsible for ensuring that the policy is implemented in a timely manner.

## **8. Related Documents**

8.1 Six Nations Council Employment Policy

8.2 Health and Safety Policy

## **9. Key Stakeholders**

9.1 The following parties shall be consulted or informed of any changes to this policy:

- (a) Six Nations Elected Council
- (b) Senior Administrative Officer
- (c) Human Resources Department
- (d) Policy Department
- (e) Policy Health and Safety Committee
- (f) Workplace Health and Safety Committees

## **10. Distribution List**

10.1 The following Workplaces and individuals shall receive a copy of the approved policy and any future revisions.

- (a) Senior Administrative Officer
- (b) Health and Safety Officer
- (c) Policy Department
- (d) Policy Health and Safety Committee
- (e) Workplace Health and Safety Committees

## **11. Authorization**

- 11.1 This policy was approved by Six Nations Elected Council at the General Council meeting held on March 12, 2013 by resolution No. **SNCR:#154-03/12/2013** to be effective on April, 2013.
- 11.2 This policy repeals and replaces resolutions GC#3/5/7/96, GC#4/5/7/96 and any other policies or resolutions regarding smoking in SNEC workplaces, including any resolutions regarding designated smoking areas.