

 <b>BOARD POLICY</b>	Policy Name: <b>Smoke-Free Workplace</b>	Policy Number: <b>3.17</b>	
	Approval Signature:	Section: <b>Personnel</b>	Page <b>1 of 2</b>
	Supersedes:		
	Approved by Board: <b>June 23, 2025</b>	Next Review Date: <b>2027</b>	
	Policy Contact (Position): <b>Executive Director</b>	Name of Responsible Committee: <b>Executive Committee</b>	

## **SMOKE-FREE WORKPLACE POLICY**

### **1. PURPOSE**

The purpose of this policy is to confirm that the Northern Association of Community Councils Inc. (NACC) is committed to creating a safe, healthy, and comfortable workplace for all its employees and visitors. This Smoke-Free Workplace Policy sets out the NACC's prohibition on smoking in the workplace.

### **2. AUTHORITY**

Under NACC By-laws, directors may adopt, amend, or repeal policies relating to the governance, management, operation, and affairs of the Corporation that are not inconsistent with the NACC's By-laws, as the directors may deem appropriate from time to time.

### **3. POLICY**

This Policy applies to all employees, Board members, volunteers and visitors.

#### **(a) Definitions**

For the purposes of this policy,

- **"Smoking"** means:
  - Inhaling and exhaling or holding lighted tobacco or cannabis (medical or recreational); and
  - Inhaling and exhaling the vapor produced by an electronic cigarette or similar device, whether or not the vapour contains nicotine.

“**Workplace**” includes but is not limited to:

- All NACC-controlled premises, including but not limited to offices, meeting rooms, waiting rooms, washrooms, lounges, dining rooms, and immediate surrounding areas; and,
- All non-company-controlled premises where an employee is performing work for, and on behalf of, the NACC, including rented premises.

**(b) Policy Statement - Strict Prohibition**

- (i) Smoking in the workplace is strictly prohibited. All employees, Board members, volunteers and visitors must comply with and support this Policy.
- (ii) Appropriate “no-smoking” signs will be clearly displayed in the workplace.
- (iii) Repeated contraventions of the Policy may lead to disciplinary action up to and including dismissal.

**4. MONITORING AND REVIEW**

This policy will be reviewed every two (2) years by the Executive Committee or more frequently if required to ensure compliance with any changes in employment standards to ensure its continued relevance and alignment with the NACC’s operations. Changes to the policy will be documented and communicated to the Board for approval.

**5. BOARD ACCEPTANCE**

This policy will be approved by the Board of Directors. The President / Chair of the Board will sign and date the policy to indicate its approval and adoption.

Reviewed: June 23, 2025

Revisions Approved: June 23, 2025