

COMMUNITY LIVING DURHAM NORTH

SMOKING

Policy No: C-7 (Human Resources)

Effective Date: July 4, 2008

Last Revision/Review: April 16, 2015

Rationale:

To promote a healthy and safe work place.

Policy Statement:

CLDN is a smoke free work place and neither employees, members of the general public, nor the families of supported people are permitted to smoke (this includes all e-cigarettes/all smoking apparatuses with or without nicotine) on properties owned or leased by the agency. Agency owned vehicles are also smoke free zones. Further, to protect supported people who may be travelling in the vehicle from secondhand smoke, our no smoking policy extends to privately owned vehicles when/if the agency is paying for any portion of the mileage cost.

The “no smoking” policy extends to supported people in the case of CLDN’s day program and administrative buildings but not to their homes. If their home is owned or leased by the agency they cannot smoke inside but can do so outdoors, on the grounds of property, if in compliance with municipal regulations.

“No Smoking” signs will be posted in entrances and exits and other appropriate locations to notify visitors of our policy. If a sign is missed or ignored by a family member or by someone from the general public, staff must request that the person butt out or, failing that, leave the property.

Employees who fail to comply with the policy will be subject to progressive discipline up to and including termination.

Approved by: _____ Date: _____
for the Board of Directors