



Smoking Policy

J-AAR is committed to providing a smoke-free work environment to all employees. There is sufficient evidence to support the fact that secondhand smoke is a significant health hazard, and by providing all employees with a smoke free workplace, J-AAR is eliminating this workplace hazard. All visitors, contractors, clients, and customers must also comply with the J-AAR's ban on smoking in enclosed workplaces.

J-AAR also has a legal responsibility to comply with the *Smoke-Free Ontario Act*, which prohibits smoking in all **enclosed workplaces** and public places. An enclosed workplace means the inside of a building, structure, or vehicle, that an employee works in or frequents during the course of their employment. Typical examples include:

- *Inside office buildings*
- *Jobsite trailers*
- *Sea cans*
- *Shops*
- *Storage facilities*
- *Cabs of equipment*
- *Work and company vehicles*

No person shall smoke or vape in any enclosed workplace. This includes:

- **tobacco products (cigarettes, cigars etc.)**
- **e-cigarettes (i.e. vaping)**
- **cannabis products, whether medicinal or recreational**

Ashtrays or equipment serving as an ashtray are prohibited. This ban also applies after-hours when people are not working. No smoking signs will be placed appropriately at all entrances.

Enforcement

Local public health units carry out inspections in workplaces in order to enforce the *Act*.

For additional information on the Act, call your local public health unit.

If any employee is in violation of the smoking policy, the employee may be disciplined as follows:

- 1st offence- verbal warning
- 2nd offence - written warning
- 3rd offence- possible suspension
- 4th offence- dismissal

Any employee who violates this policy and smokes in any enclosed workplace will be responsible to pay all fines imposed by the local public health units or other enforcement agency. J-AAR will NOT pay any fines given to any employee.

Please note: Outdoor workplaces may also have restrictions on smoking depending on specific jobsite regulations or conditions placed by the owner. This includes smoking in the vicinity of flammable or hazardous materials like gasoline, propane, natural gas lines or other materials. Always check with your supervisor.

Chief Executive Officer

October 1, 2024

Date