



ADMINISTRATION POLICY:

Workplace Smoking & Vaping

Policy number:	HR-006 (C)
ALT report:	ALT2018-0726
Approved by:	Administrative Leadership Team (ALT)
Effective date:	2009 / 06 / 03
Next revision due:	2021 / 07 / 01
Department/BU:	Corporate Services / Human Resources (Total Rewards Division)

BACKGROUND

The Corporation of The City of Calgary (“The City”) is committed to:

- Maintaining, and promoting a safe, healthy, respectful and productive work environment for all employees, volunteers, contractors and visitors.
- Providing a smoke-free environment (workplace) for its employees, volunteers, contractors and visitors.
- Providing employees information regarding smoking cessation and awareness programs including those available to employees through The City’s health benefits program and the City’s [Employee & Family Assistance Program](#) (EFAP) provider.

This commitment is supported by The City’s:

- Corporate goals, vision, mission and value statements
- The 4 C’s of our Culture (Character, Competence, Commitment, Collaboration)
- The Code of Conduct
- Respectful Workplace (Administration Policy HR-LR-001)
- Occupational Health and Safety Policy (Administration Policy HS-ESM-001)
- Bylaw Number 23M2018: a bylaw to regulate smoking and vaping (the Bylaw)

The purpose of this policy is to ensure that The City of Calgary, as the “employer”:

- Demonstrates its commitment to maintaining a smoke-free work environment. The City will do this by outlining its expectations regarding workplace smoking.
- Complies with legislation (Smoking Bylaw and the *Alberta Tobacco and Smoking Reduction Act*) regarding smoking in public places and the workplace.

PURPOSE

The purpose of this policy is to describe The City's commitment to maintaining a smoke-free work environment.

DEFINITIONS

1. Cannabis - is a psychoactive hemp plant with various strains (e.g. indica and sativa). The term cannabis includes products other than the dried plant, including man made products. Active chemicals in cannabis include THC and CBD, which have varying degrees of psychoactive and /or physiological effects on the user (for example mood/mind altering, reduced reaction time, loss of fine motor control, etc.) depending on strength, preparation and administration.
2. Electronic smoking product - an electronic device that can be used to deliver a vapour, emission or aerosol to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
3. Smoke or Smoking -
 - a. inhaling or exhaling the smoke produced by burning tobacco or cannabis; or
 - b. holding or otherwise having control of any device or thing containing lit tobacco or cannabis.
4. Tobacco - a product composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy
5. Vape or Vaping -
 - a. Inhaling or exhaling the vapour, emissions or aerosol produced by an electronic smoking device or similar device containing tobacco, cannabis or any other substance; or
 - b. Holding or otherwise having control of an electronic smoking device that is producing vapour, emissions or aerosol from tobacco, cannabis or any other substance.
6. Workplace - all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles. (As defined by the *Alberta Tobacco and Smoking Reduction Act*)

POLICY

1.0. Scope/Exceptions

1.1. Scope

This policy applies to all City employees, volunteers and contractors while engaged in work and/or providing services for The City in City of Calgary workplaces as defined by the *Alberta Tobacco Reduction Act*.

1.2. Exceptions

This policy is not meant to regulate employee's behaviour in public places covered by Smoking Bylaw and the *Alberta Tobacco Reduction Act*. It pertains to those areas that are not generally intended for public access.

Where the City has created a designated smoking area, employees are permitted to smoke or vape tobacco products.

2.0. Consequences of Non-Compliance

- 2.1.** Employees who violate this policy may be subject to disciplinary action up to and including termination of employment.
- 2.2.** Volunteers who violate this policy may be subject to consequences up to and including termination of their voluntary assignment.
- 2.3.** Contractors who violate this policy may be subject to consequences up to and including termination of their contract.
- 2.4.** The appropriate parties will investigate all policy violations to determine the most suitable course of action. Supervisors are required to take action to address issues of non-compliance with the policy.

3.0. General Policy Statements

- 3.1.** Smoking, carrying or possessing a lit cigarette, cigar, pipe, etc., that is burning tobacco, or use of an electronic smoking product or similar/related device is prohibited inside the workplace at all times including inside City buildings, facilities, City vehicles and on City equipment (even if every person in the vehicle does not object) or on City property (except in designated areas).
- 3.2.** Smoking, carrying or possessing a lit cigarette, cigar, pipe, etc. that is burning tobacco or use of an electronic smoking product or similar/related device is prohibited within the posted distance (or at minimum five (5) metres) of any entrance or exit of a City building or facility.

- 3.3.** The City will not provide services or allow City services to be provided to any person who is carrying or possessing an electronic smoking product, lit cigarette, cigar, pipe, or similar/related device etc., in an area or premises at The City in which smoking is prohibited.
- 3.4.** The City of Calgary acknowledges that there may be special circumstances where employees are required to conduct their work in places outside City property. This means that:
- 3.4.1.** City employees may be required to do work in or visit and inspect facilities and locations where smoking is permitted or are not deemed 'public place' as defined in The Alberta Tobacco and Smoking Reduction Act and therefore may be exposed to second-hand smoke. In such case, employees are expected to carry out their normal employment duties unless a medically supported accommodation has been granted.
- 3.4.2.** City employees are required to follow any smoking policies of those facilities or locations that meet City standards.
- 3.5.** City of Calgary employees will be supported in their efforts to quit smoking by their employer in the following ways:
- a. Eligible employees and dependents can participate in Smoking Cessation programs offered by The City's [Employee & Family Assistance Program](#) (EFAP) provider. For more information, see the [EFAP Smoking Cessation fact sheet](#).
 - b. Employees with a Health Spending Account may be eligible to use funds towards a smoking cessation program. Smoking cessation products may also be covered by [employee benefits](#).
 - c. Employees can access other support information through the following links under Supporting References and Resources:
- 3.6.** The smoking or vaping of cannabis is not allowed in any City workplace, unless an accommodation has been approved through Human Resources.

SUPPORTING REFERENCES AND RESOURCES

Please note that some of the items listed below may not be publicly available.

Reference to related corporate-wide procedures, forms and resources

- [My HR](#) intranet website

References to related [Council policies](#), bylaws and [Administration policies](#)

- Respectful Workplace (Administration Policy HR-LR-001)
- Occupational Health and Safety Policy (Administration Policy HS-ESM-001)
- Duty to Accommodate in Employment (HR-EMP-001)

Other references and resources

- [The City of Calgary Accommodation Guidelines](#)
- [Smoking & Vaping Bylaw 23M2018](#)
- [Cannabis Consumption Bylaw 24M2018](#)
- [Alberta Tobacco and Smoking Reduction Act](#)
- The City's [Employee & Family Assistance Program](#) (EFAP) provider. (Call toll free at 1-800-663-1142)
- [EFAP Smoking Cessation fact sheet](#)
- Green Shield Canada (call 1-888-711-1119 or www.greenshield.ca)
- [The City of Calgary Wellness](#)
- [Alberta Health Services - Tobacco Reduction](#)
- [Alberta Health Services – Alberta Quits](#)
- [Health Canada](#)
- [The Lung Association Alberta & NWT](#)
- [Canadian Cancer Society](#)

REVISION HISTORY

Review Date	Description
2018 07 01	Added or updated definitions Updated links
2013 06 19	Updated information for new benefit provider, Green Shield Canada and resources
2011 06 01	Policy reflects the use of electronic smoking products

2009 06 03	<p>Policy reflects <i>Alberta Tobacco and Smoking Reduction Act</i>.</p> <p>Updated information for new EFAP Provider, Human Solutions</p>
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