**Policy # 2026-03**

**Smoke-Free Workplace Policy**

## 1. PURPOSE:

The purpose of this policy is to establish clear expectations and guidelines for preventing exposure to second-hand smoke and vapour in the workplace. Its goal is to protect employees, elected officials, contractors, volunteers, residents, and visitors, and to promote a culture of health and wellness within the community of Hanwell.

By implementing this policy, the rural community of Hanwell aims to provide and maintain a safe, healthy, and smoke-free environment that is free from the harmful effects of all commercial tobacco, vapour, and cannabis products.

## 2. SCOPE:

This policy applies to all municipal employees, including full-time, part-time, casual, and temporary, elected officials, committee members, volunteers, including firefighters, contractors, consultants, service providers, and members of the public while on municipal property.

In accordance with the *Smoke-free Places Act*, SNB 2004, c S-9.5, which defines an indoor workplace as an enclosed place in which employees perform the duties of their employment, the scope of this policy includes all municipal owned or leased buildings, facilities, and structures, including but not limited to offices, fire halls, community centres, and storage facilities.

This policy extends to include all municipal owned or leased vehicles including but not limited to recreation and parks vehicles, equipment, and fire trucks.

## 3. DEFINITIONS:

*CAO* – means chief administrative officer of the rural community of Hanwell

*Clerk* – means municipal clerk of the rural community of Hanwell who holds acting powers of the CAO in the CAO's absence.

*Commercial tobacco products* –includes cigarettes, cigars, pipes, chewing tobacco, snuff, and any other tobacco-derived products.

*Vapour products* – includes electronic cigarettes (e-cigarettes), vape pens, and any device that produces vapour for inhalation.

*Cannabis products* – includes any product containing cannabis intended for inhalation, including smoked or vapourized forms, whether for recreational or medical purposes.

## 4. POLICY STATEMENT:

The use of commercial tobacco, vapour, and cannabis products is prohibited inside all municipal owned or leased buildings, facilities, and structures.

The use of commercial tobacco, vapour, and cannabis products is prohibited inside all municipal owned or leased vehicles.

The use of commercial tobacco, vapour, and cannabis products is strictly prohibited within a designated distance of 9 metres (30 feet) of entrances, exits, windows, and air intakes.

Employees authorized to use medical cannabis must do so in accordance with this policy and applicable legislation.

## 5. RESPONSIBILITIES:

The CAO and/or clerk is responsible for communicating the expectations outlined in this policy and ensuring compliance with this policy.

Municipal employees, including full-time, part-time, casual, and temporary, elected officials, committee members, volunteers, including firefighters, contractors, consultants, service providers, and members of the public, must comply with this policy and report concerns or violations to a supervisor.

## 6. ENFORCEMENT:

Non-compliance with this policy may result in disciplinary action including but not limited to verbal and written warnings, cancellation of contracts, and termination of employment.

Adopted by Council: March 18/26

Date of Revision Approved by Council: _____

Mayor's Signature: _____

Clerk's Signature: _____