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**TITLE:** SMOKE-FREE WORKPLACE POLICY  
**SECTION:** HUMAN RESOURCE MANAGEMENT  
**POLICY NO.:** 04500-04

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**APPROVAL DATE:** June 23, 2025

**CAO Signature:** \_\_\_\_\_



## DEFINITIONS

Smoking: The act of inhaling, exhaling, burning, or carrying any lighted or heated product, including cigarettes, cigars, pipe tobacco, cannabis, or any similar device, whether or not it contains tobacco.

Mainstream Smoke: Smoke directly inhaled and exhaled by a person smoking.

Second Hand Smoke: Smoke exhaled by a smoker.

Side Stream Smoke: Smoke released from the burning end of a tobacco or cannabis product, which contains higher levels of harmful chemicals than mainstream smoke.

Vaping: The act of inhaling or exhaling vapour or aerosol from an electronic device, such as e-cigarettes, vape pens, or similar products, whether or not the substance contains nicotine, cannabis, or any other substance.

## PURPOSE

The Town of Amherst is committed to protecting the health, safety, and well-being of its employees, contractors, and visitors. Smoking and vaping of tobacco, cannabis, or any other substance contributes to poor indoor and outdoor air quality, poses fire and health hazards, and may create an uncomfortable or unsafe working environment.

In alignment with current health research and public legislation, the Town maintains a smoke-free and vapour-free workplace to promote a healthy and productive environment for all.

## POLICY STATEMENT

Smoking, vaping, or the use of any tobacco or cannabis products is strictly prohibited:

- Inside all Town-owned or leased buildings;
- Within 4 metres of entrances, windows, or air intakes of Town buildings (or as required by Nova Scotia's Smoke-Free Places Act);
- Inside or within Town-owned vehicles and equipment, including rentals used for Town business;
- In any shared or enclosed workplace areas, including lunchrooms, restrooms, and break areas.

Provisions governing smoking and/or vaping in outdoor public spaces are outlined and enforced in the Town's Smoke-Free Recreational Places Bylaw C-12.

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**VIOLATIONS**

In the event of a violation of this policy, the Town of Amherst may pursue progressive disciplinary action. Employees that witness violations are encouraged to report them to their Supervisor or Human Resources.

**SUPPORT FOR CESSATION**

The Town encourages employees who wish to stop smoking or vaping to seek support via:

- The Employee and Family Assistance Program (EFAP).
- The employee’s medical benefit plan which may include coverage for smoking cessation programs and/or products.
- Provincial smoking cessation resources, such as Nova Scotia’s “Tobacco Free Nova Scotia” program.

**ROLES AND RESPONSIBILITIES**

Title/Role	Responsibilities
<b>Employees &amp; Contractors</b>	Employees & contractors will: <ul style="list-style-type: none"> <li>a. Adhere to the policy and refrain from smoking or vaping in prohibited areas.</li> </ul>
<b>Supervisors/Managers</b>	Supervisors/managers will: <ul style="list-style-type: none"> <li>a. Support compliance and address violations appropriately.</li> </ul>
<b>Human Resources</b>	Human resources staff will: <ul style="list-style-type: none"> <li>a. Provide clarification on the policy and support accommodation requests related to substance use if appropriate.</li> </ul>

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For Administrative Use Only:

**VERSION LOG**

Amendment Description	Policy Owner	Approved By	Approval Date
<p><u>Expanded scope:</u> now includes vaping/e-cigarettes and cannabis use.</p> <p><u>Updated definitions:</u> clear language added for vaping, other electronic smoking devices and cannabis.</p> <p><u>Modernized policy statement:</u> smoking and vaping are prohibited in all Town buildings, vehicles, and within 4 metres of entrances, aligned with current legislation.</p> <p><u>Addition of responsibilities section:</u> clarifies the responsibilities of employees, supervisors and HR in supporting compliance with the policy.</p> <p><u>Cessation support:</u> encourages employees to access help via various available resources.</p> <p><u>Legislative references:</u> links to key legislation have been added to support compliance and transparency.</p> <p><u>Clarification:</u> a statement has been added to the policy to clarify that the provisions governing smoking and/or vaping in outdoor public spaces are referenced in our Smoke-Free Recreational Places Bylaw C-12.</p>	<p>Director, Human Resources, Crossman</p>	<p>Council</p>	<p>June 23, 2025</p>

Minutes Reference Date: June 23, 2025

May 26, 2014

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## RESOURCES

- Smoke-Free Places Act (SNS 2002, c.12):  
<https://nslegislature.ca/sites/default/files/legc/statutes/smoke-free%20places.pdf>
- Smoke-Free Places Act – Official Overview (Government of Nova Scotia):  
<https://novascotia.ca/smoke-free-places/>
- Ban on Flavored E-Cigarettes (Effective April 1, 2020, Government of Nova Scotia):  
<https://news.novascotia.ca/en/2019/12/05/province-bans-sales-flavoured-e-cigarettes-commits-legislation>
- Occupational Health and Safety Act (Nova Scotia):  
<https://nslegislature.ca/sites/default/files/legc/statutes/occupational%20health%20and%20safety.pdf>
- Smoke Free Nova Scotia (provincial organization): <https://smokefreens.ca/about-us/>
- Tobacco Free Nova Scotia: <https://tobaccofree.novascotia.ca/>