

1. Purpose

Northern Lights Library System (NLLS) is committed to promoting a safe and healthy work environment by ensuring all workplaces are free from exposure to smoke and vapour. This policy:

- Complies with Alberta's Tobacco, Smoking, and Vaping Reduction Act.
 - Ensures that all employees, visitors, contractors, and volunteers work in a smoke-free environment.
 - Clarifies rules regarding smoking, vaping, and cannabis use in the workplace.
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2. Definitions

(Definitions are taken directly from Alberta's Tobacco, Smoking and Vaping Reduction Act.)

- "Smoke" – To smoke, hold, or otherwise have control over a lit tobacco product.
 - "Tobacco product" – A product composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves, but excluding nicotine replacement therapy products.
 - "Vape" – To inhale or exhale the vapour produced by a vaping product.
 - "Vaping product" – Any device or substance designed for vaporization and inhalation, including electronic cigarettes and vaping liquids.
 - "Workplace" – Any building, structure, enclosed area, or vehicle under the employer's control where employees perform duties, including reception areas, hallways, stairwells, parking garages, and work vehicles.
 - "Work vehicle" – Any vehicle owned or leased by NLLS and used by employees during work.
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3. Smoke-Free Workplace Rules

1. Smoking and vaping are strictly prohibited in all enclosed workplaces and work vehicles under NLLS control.
2. Cannabis smoking or vaping is also prohibited, even for medical cannabis users. Employees requiring accommodation for medical cannabis use must follow the

accommodation process outlined in the Substance Use and Impairment Policy (Sec 1, 3W).

3. Outdoor smoking is only permitted in designated smoking areas if such areas are established by NLLS. Employees must:
 - Smoke only in designated areas.
 - Ensure cigarette butts and vaping waste are disposed of in appropriate receptacles.
 - Remain at least 3 meters away from building entrances, air intakes, or outdoor workspaces.
 4. Smoking and vaping are not permitted at NLLS-sponsored events, regardless of location.
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4. Scope – Who Must Comply?

This policy applies to all individuals at NLLS workplaces, including:

- Employees
- Visitors
- Contractors
- Volunteers
- Board Members

Anyone found smoking or vaping in violation of this policy may be asked to leave the premises.

5. Reporting Violations & Enforcement

1. Employees must report violations to their immediate supervisor or the Executive Director.
 2. Supervisors and managers are responsible for ensuring compliance and addressing violations appropriately.
 3. Visitors, contractors, and volunteers found in violation will be informed of the policy and asked to comply immediately.
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6. Non-Compliance & Disciplinary Action

1. Employees who violate this policy will be subject to progressive discipline, which may include:
 - A verbal warning
 - A written warning

- Suspension
 - Termination for repeated or serious offenses
2. Non-employees who fail to comply may be asked to leave NLLS property.
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7. Review & Compliance

- This policy will be reviewed every three (3) years to ensure compliance with legislation and best practices.
- The Executive Director is responsible for policy implementation and enforcement.

NLLS Executive Board Chair

May 2, 2025

Date of Approval