

OP. 35 Smoke Free Environment Policy

PURPOSE

This policy outlines The Works Smoke Free Environment Policy.

SCOPE

This policy applies to:

- All facilities and property managed by The Works including interior and exterior spaces.
- All employees, customers and members
- All external organizations or group utilizing The Works facilities

POLICY STATEMENT

- I. In accordance with Smoke Free Environment Act and Memorial University's Smoking Policy, smoking is prohibited in any indoor or other enclosed space. Smoking is prohibited on all property and grounds managed by The Works, including parking lots, entrances, walkways and green space.

AUTHORITY

Division Managers are responsible to the Director/General Manager to enforce this policy and to communicate it to all employees.

All employees of The Works are responsible for enforcing this policy and reporting all violations of this policy to a Supervisor or Division Manager.

Parking lot attendants and on duty maintenance workers will monitor all areas inside and outside the facility and will enforce the no smoking policy. Those who continue to violate the policy will be reported to the Supervisor immediately.

The Co-Ordinator of Information Services is responsible for ensuring appropriate signage is clearly visible that communicates this policy.