

## Scent-Free and Smoke-Free Policy

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Four Villages is a scent-free and smoke-free environment. It is prohibited to smoke or use any scented products at any time, as they may cause adverse physical effects that threaten the ongoing health and safety of our staff, clients, visitors and the public at large.

For the purposes of this policy, the term staff or employees applies also to students, board members and volunteers.

### **Scent-free**

Scented products and smoke may adversely affect a person's health, and some or all of the following symptoms may occur: headaches, dizziness, light-headedness, nausea, upper respiratory symptoms, etc. Allergic and asthmatic clients, as well as those with other conditions, report that certain odours, even in the smallest amounts, can trigger an attack. The severity of these symptoms can vary.

Measures are taken to inform clients and visitors of this policy and to enforce it.

Scented personal products may include shampoos and conditioners, hairsprays, deodorants, colognes and aftershave, fragrances and perfumes, lotions and cream, air fresheners and soaps laundry detergents and fabric softeners.

### **Smoke-free**

The smoking of tobacco and electronic cigarettes, cannabis and cannabis-related products, vaporizing, and the use of smoke or incense for religious/cultural ceremonies is strictly prohibited on Four Villages premises.

### **Procedures**

- Staff are required to abide by this scent free and smoke free policy.
- Staff are permitted to smoke nine (9) metres away from any entrance, door, window of an indoor workplace on regularly scheduled breaks.
- Staff who take unscheduled breaks for the purposes of smoking may be subject to disciplinary action.
- Staff and clients or visitors will be informed of this policy through signs posted in visible locations. In addition, staff will be oriented to the policy at the beginning of their employment and annual refresher training.
- Staff members who witness violations are required to report the infraction to their supervisor.
- This policy will be enforced by the management and Human Resources personnel.
- In the event of a violation of this policy, Four Villages may pursue disciplinary action up to, and including termination of employment.
- Clients who violate this policy will be reminded of this policy and may be asked to leave premises.



**The Four Villages**  
Community Health Centre  
Working Together for Whole Health

## **Additional Guidelines**

- Ashtrays or similar receptacles are not permitted in any place or area where smoking is prohibited.
- Four Villages shall take reasonable precautions to ensure that the exposure of staff members to smoke in a place where smoking is permitted is minimized (for example during home visits).

## **Definitions**

Electronic cigarette – A vaporizer or inhalant-type device, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled directly through the mouth by the user of the device, whether or not the vapour contains nicotine.

Indoor workplace – An enclosed place in which staff members perform duties of their employment and includes an adjacent corridor, lobby, stairwell, cafeteria, waiting area, washroom, or other enclosed area frequented by clients and visitors or staff member during the course of their employment.

Second Hand Smoke - Smoke that is exhaled by the smoker. Even indirect smoke such as this has been proven to create a health risk to anyone exposed to it.

Smoking - Includes smoking, holding, or otherwise having control over an ignited tobacco product or cannabis product; inhaling or exhaling vapour from an electronic cigarette or water pipe; and holding or otherwise having control over an activated electronic cigarette or activated water pipe.

Medical marijuana will be treated the same as all other medically approved medication. Staff member shall refer to Medical Marijuana policy.

Note: Four Villages has no intention to influence staff members smoking habits, or the actions of staff members, outside of the workplace.