



STANDARD PROCEDURE INSTRUCTION

Title		SPI
Smoking in the Workplace		#26-8
Department	Supersedes SPI Dated	Effective Date
Human Resources	February 2003	October 22, 2014

Smoking in the Workplace

Title Smoking in the Workplace		SPI #26-8
Department Human Resources	Supersedes SPI Dated February 2003	Effective Date October 22, 2014

This policy supersedes any and all previous policies and/or regulations:

A The policy objective is to ensure that the following issues are appropriately addressed:

1. Compliance with existing legislated regulations.
2. Compliance with company regulations as they pertain to specific areas where smoking has been determined to be an inherent safety hazard (e.g. around inflammable substances).
3. Consideration is given to employees' health and wellbeing.

B Consistent with the above, the following regulations are in effect as of January 1, 1998.

1. All buildings, all underground areas and all enclosed areas are non-smoking areas except those areas specifically designated as smoking areas. Designated smoking areas will be identified by the responsible Department Head or Manager with input from the appropriate stakeholders.
2. Non-smoking lunchrooms will be provided and will be reasonably accessible to every employee.
3. The entire General Office Building is a non-smoking area.
4. Electronic cigarettes and other similar types of inhalation devices designed to administer a dose of nicotine to the user are considered the equivalent of cigarettes or cigars and as such, their usage is prohibited in any non-smoking areas.

Approved By	Title Vice-President, Vale Manitoba Operations
Date	

