

# Smoking Policy

## Purpose

To ensure a smoke-free work environment is maintained and designated smoking areas are available for persons who wish to smoke.

## Scope

This procedure applies to all employees, students, contractors and visitors on Innovation Transport Services property or in a company owned vehicle.

## Procedure Overview

This procedure details where it is permissible to smoke on Innovation Transport Services property and who is responsible for ensuring compliance.

## Procedures

Designated smoking areas

Smoking is only permitted in designated smoking areas.

- Designated smoking areas are clearly identified by signage
- All other areas are smoke free.

## Exemptions

There are no exemptions to this procedure.

## Compliance

- Employee compliance

Employee compliance with these procedures is a condition of employment.

- Visitor compliance

All Innovation Transport Services visitors are required to comply with the requirements of this procedure.

## Non-compliance

Complaints regarding non-compliance with this procedure should be made to the Manager. A breach of this policy may result in disciplinary action up to and including dismissal.