



## ACAPULCO POOLS TOBACCO POLICY

### Scope

This policy applies to all persons employed by Acapulco Pools Ltd., as well as all visitors, contractors, clients, customers, volunteers or other members of the public. Employees must comply with the Smoke-Free Ontario Act in all office and operational activities, associated with the construction and service of commercial, residential and institutional aquatic facilities. The ban on smoking in an enclosed workplace is in effect at all times, even after hours and when people are not working.

### Commitment

- As required under the Smoke-Free Ontario Act, smoking is prohibited in all portions of Acapulco Pools that fall under the definition of an "enclosed workplace." No person shall smoke in any enclosed public place or enclosed workplace. Ashtrays, or equipment serving as an ashtray (e.g. coffee cup, tin can, bucket, etc.), are prohibited inside all enclosed workplaces. 'No Smoking' signs will be posted at all entrances, exits, washrooms and other appropriate locations.
- Under the Smoke-Free Ontario Act the following areas must be smoke-free at all times:
  - The inside portions of any building including offices, washrooms, lobbies, stairwells, break rooms, hallways, shipping areas, etc.
  - All vehicles used by employees to conduct work (i.e. delivery/shipping vehicles, shuttles, service vehicles, covered trailers or job containers), regardless of who is in the vehicle

### Approach

- This policy has been implemented to protect employees from exposure to second-hand smoke in the workplace and to ensure a safe, healthy, comfortable and productive working environment for all employees.
- Acapulco Pools has a legal responsibility to comply with the Smoke-Free Ontario Act and to ensure all employees are compliant.
- The Health and Safety Manager is available to assist with the implementation of this policy, and provide information, advice and support to employees on related matters.
- Adequate financial and technical resources will be made available to allow this policy to be carried out.

### Smoking Area

- To further protect the health of our employees, Acapulco Pools has a smoking area for employees who smoke. This area is located per site plans towards the warehouse out front of the gate.
- All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers.
- Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.
- In addition to the prohibited areas listed in this policy, all building entrances/exits, sidewalks and the courtyard must be smoke-free.
- Under no circumstance is anyone to smoke within 3 meters of a building entrance or exit.

### Breaks

Smoking breaks should not be taken during business hours other than the designated morning break, lunch break, and afternoon break.

### Enforcement

Employees who obey and/or seek compliance with the Smoke-Free Ontario Act may not be dismissed, threatened to be dismissed, disciplined, penalized or coerced. If an employee experiences any of these actions, the employee may direct complaints to the Ontario Labour Relations Board.

### Discipline

Employees who do not comply with the Smoke-Free Ontario Act will be disciplined per Acapulco Pools Discipline Program. Employees may also be reported to the Health Unit, whose Enforcement Officers can lay charges for Smoke-Free Ontario Act violations.

**Bernie Gall**  
President

A handwritten signature in black ink that reads "Bernie Gall".

March 2016