

# Memo

**To:** All Staff  
**From:** Health and Safety  
**Date:** 08 July 2024  
**Re:** Finance and Personnel Policy Section 2.24 : Smoking ,  
Vape, and Scent free Facilities  
**Attached:** Section 2.24 : Smoking , Vape, and Scent free Facilities

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Tikinagan has set the following rules for smoking and vaping in compliance with the Smoke-Free Ontario Act, S.O. 1994, C.10, and the Electronic Cigarettes Act 2015, S.O. 2015, c. 7, Schedule 3.

**1. Prohibition in Workplaces and Vehicles:**

- Smoking or the use of any vaporizing device or product, including E-cigarettes, is not permitted in any of Tikinagan workplaces.
- This restriction also applies to all entrances and near the windows of any premises used or occupied by Tikinagan.
- Smoking or the use of any vaporizing device or product is strictly prohibited in any Tikinagan vehicles.

**2. Distance Requirement:**

- Smoking or the use of any vaporizing device or product is not permitted within thirty (30) feet or nine (9) meters from any entrance of Tikinagan premises.

If you have any inquiries, please contact the Health and Safety Department. Please email [healthandsafety@tikinagan.org](mailto:healthandsafety@tikinagan.org) or call Property Supervisor Christina Zatorsky for more information at 807-738-3251.

Thank you for your cooperation.

Health and Safety Unit