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WORKPLACE SMOKING POLICY

Approved by: Paula Breeze, Chief Human Resources Officer March 16, 2026

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1. Purpose

The purpose of the Workplace Smoking Policy (the “Policy”) is to promote a healthy, safe and comfortable work environment for all employees, clients and visitors by communicating CEDA’s position on smoking in the workplace.

2. Scope

All CEDA employees, visitors, contractors and service providers are required to adhere to this Policy while on company property or in company vehicles.

3. Accountabilities

3.1 Leadership

- Accountable for the ongoing compliance of this Policy within the leader’s work areas.
- Adhere to standard practices in resolving issues of nonconformance (in addressing employee complaints) and maintain expected levels of productivity within your work groups.
- Accountable for communicating, supporting and implementing this Policy to all employees.
- Build awareness and understanding of this Policy’s contents.
- Ensure that employees fully understand the required expectations and their responsibility to comply with this Policy.
- Accountable for monitoring employee conduct and performance and ensuring compliance with this Policy.

3.2 Employees

- Accountable for contributing positively to a smoke free workplace.
- Respect and promote a safe, respectful and healthy work environment.
- Maintain expected levels of productivity.

3.3 Human Resources

- Ensure that the Policy is communicated and accessible to all employees, visitors, contractors and service providers.
- Accountable for supporting an effective response to a complaint of non-compliance with this Policy.
- In consultation with leadership, determine appropriate disciplinary action and coordinate the communication process.
- Respond to questions or concerns related to this Policy.

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4. Definitions and Acronyms

CEDA means CEDA Limited Partnership and its subsidiaries and entities.

CLIENT means any customer of CEDA whereby CEDA performed services.

CLIENT JOB SITE means a location where a CEDA employee performs a job activity or a job for a client.

EMPLOYEE includes any person employed by CEDA on a permanent full or part-time basis and independent contractors of CEDA (collectively “employees”) and employees of subcontractors providing services to CEDA or on behalf of CEDA.

LEADER means an employee of CEDA who has direct accountability and responsibility for one or more direct reports.

SMOKING means the use of tobacco including, but not limited to, cigarettes, cigars, pipes, electronic cigarettes (vaping devices), smokeless tobacco (chewing tobacco), and any other nicotine product that produces smoke, vapour or similar.

WORKPLACE means any location to which an employee regularly reports for work and may include the client job site.

5. Policy

CEDA is committed to promoting a safe, respectful and healthy work environment for all of its employees. This Policy applies to all CEDA workplaces, physical facilities owned, leased or being worked in/on. This includes client work sites and all CEDA and client owned, leased or operated vehicles.

This Policy has been developed to minimize employee health risks related to smoking in the workplace and to assure compliance with applicable laws.

5.1 Guidelines

CEDA is committed to promoting employee well-being and maintaining a safe, healthy and efficient work environment. It is expected that employees share the responsibility of promoting and maintaining such an environment.

All of CEDA’s workplace locations will be smoke/vapour free environments. Smoking, including tobacco , tobacco-like products, the use of electronic cigarettes, personal vaporizers or electronic nicotine delivery systems will be prohibited in all indoor workplaces, buildings or enclosed walkways at all times. Smoking, of tobacco, tobacco-like products, use of electronic cigarettes, personal vaporizers or electronic nicotine delivery systems, is only permitted on CEDA and client sites in the external designated smoking areas. Employees must dispose of smoking materials safely and responsibly in designated areas.

Local leadership will define and communicate all designated smoking areas.

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Employees on a client job site are required to follow both the client's policies and this Policy. If the client's policy and this Policy are in conflict, employees are required to follow whichever policy has the higher standard.

5.1.1 Daily Rest Periods

Employees who choose to smoke tobacco, tobacco-like products, use electronic cigarettes, personal vaporizers or electronic nicotine delivery systems, within the permitted areas should do so only during their regularly scheduled breaks or meal periods.

All employees are required to adhere to the designated breaks times based on work hours and shifts.

5.1.2 Company Vehicles

Under no circumstances is smoking, including tobacco, tobacco-like products, the use of electronic cigarettes, personal vaporizers or electronic nicotine delivery systems allowed in CEDA and client owned, leased or operated vehicles.

5.1.3 Provincial Legislation

This policy is intended to comply with applicable workplace health and safety regulations and any applicable laws. Where local laws impose a stricter requirement, those laws shall supersede this Policy.

Applicable provincial legislation outlines that smoking is prohibited in:

- A public place, such as office buildings, shops and restaurants.
- An enclosed workplace.
- A public or work vehicle.
- Within a prescribed distance from a doorway, window or direct intake of a public place or workplace.

5.2 Counselling

In the interest of long term health effects, CEDA encourages employees to contact CEDA's Employee and Family Assistance Program provider for free counselling support and interactive eLearning smoking cessation programs. In addition, your health care provider can provide information about these types of programs through the provincial health care service which offers expert counselling support.

CEDA's Extended Health plan and Health Care Spending Account may be used to assist eligible non-union employees in the cost of prescription smoking cessation drugs.

5.3 Breach of Policy

Failure to comply with this Policy may result in disciplinary action, in accordance with Company procedures, up to and including termination of employment.

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6. Supporting Documents

Document Name	Document Identification	Revision

7. Interpretation and Updating

A Human Resources Representative is accountable for responding to any request for clarification and for regular review and updating of this Policy.

8. Revision Record

Revision Date	Section Affected	Changes Made
February 2012		
July 2015		
March 16, 2026		New Template and revised definitions and language

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