

## Manual of Administration

<b>TOPIC:</b> Administration	<b>SUBJECT:</b> Smoking Policy	<b>Code:</b> AD184
		<b>Date of Issue:</b> November 1995
		<b>Revised:</b> April 2006
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**PURPOSE:** To clarify Avenue II=s policy of **NO SMOKING** in homes of people we support or in the Avenue II offices and office buildings.

As support workers are role models and because we have a responsibility to encourage people to lead healthy lives, Avenue II is implementing the following policy:

Support workers will not be allowed to smoke in the homes of people we support, in the offices of Avenue II or any workplace by law, nor in the presence of a person Avenue II supports.

### **DESIGNATED AREAS:**

1. Support workers will be permitted to smoke outside a home/apartment **no closer than 3 meters** from the back entryway (back door) if a scheduled break is taken. During orientation, the smoking parameters will be defined and signed off on the orientation checklist.
2. Employees will be permitted to smoke outside the Avenue II office buildings on scheduled breaks **no closer than 3 meters** from the entryways of Lake Street/Bay Court.
3. Under no circumstances are Avenue II staff to smoke in 122 South Cumberland Street or 245 Bay Street as they are non-smoking buildings.

### **PROCEDURES:**

1. Employees shall not smoke **in the presence of a person Avenue II supports.**
2. Support workers who smoke are to dispose of the cigarette ashes and butts in a tin can located outside an individual's home. Support workers are not to put out cigarettes on the ground. The tin can should be emptied weekly.
3. An ashtray is provided outside the Avenue II Lake Street entrance and a tin can

outside the Bay Court apartment building entrance. Employees are not to put out cigarettes on the ground or cemented areas.