

Chapter:	General Administration	Classification:	Public Document
Subject:	Smoke-free Places		
For:	Entire Division	 Authorized by Executive Director	

1. Policy

- 1.1 The Government of Nova Scotia is committed to protecting and promoting the health, safety, and well-being of employees by providing a smoke-free work environment in accordance with the *Smoke-free Places Act* and the *Cannabis Control Act*.
- 1.2 Use of tobacco and cannabis products are prohibited in all government workplaces.
- 1.3 The use of tobacco is permitted for Indigenous ceremonial or spiritual ceremonies in accordance with Section 52 of the *Correctional Services Act* and Policy and Procedures, Subject No. 31.03.00, [Use of Tobacco and other Plants for Cultural Spiritual Services](#).

2. Definitions

- 2.1 **Workplace:** a workplace includes
 - 2.1.1 any office or satellite location operated by Correctional Services including a minimum area of 5 metres (16 feet) or such greater distance, as may be prescribed by law, surrounding building entrances, open windows and air intakes
 - 2.1.2 any correctional facility and, in accordance with Section 2(g) of the *Correctional Services Act*, any land connected with the correctional facility
 - 2.1.3 vehicles or mobile equipment
 - 2.1.3.1 leased, owned or operated by Correctional Services
 - 2.1.3.2 employee-owned vehicle, where two or more employees are travelling in the vehicle for employment-related purposes
- 2.2 **Tobacco Products:** In accordance with the *Smoke-free Places Act* are all combustibles, including tobacco, cigarettes, pipes, lighters, matches, cigarette papers, cigarette rollers, chewing tobacco, vapour products, cannabis and edibles.
- 2.3 **Visitors:** Any person who is not an employee of Correctional Services.

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2.4 **Individual:** Any person in custody in a correctional facility or under community corrections supervision

3. Notification and Signage

3.1 Superintendents and senior probation officers (SPO) will ensure that all workplaces, including government vehicles, prominently display no smoking signage.

4. Employees

4.1 Correctional Services staff will not possess cannabis products or related devices in the workplace, on government property or in government vehicles. Additionally, tobacco is not permitted in any correctional facility.

4.2 An employee cannot consume tobacco or cannabis within a Correctional Services workplace, including on the grounds, or government vehicles.

5. Visitors

5.1 Superintendents and SPOs will ensure that visitors are aware of the smoke-free and tobacco-free policies upon entering the correctional facility or office.

5.2 All visitors entering a correctional facility or office will be required to leave all tobacco and/or cannabis related devices in their vehicles or make other arrangements to ensure that these items are not brought into the correctional facility or office.

5.3 Superintendents and SPOs may suspend visiting or entrance privileges for failure to comply with this policy.

6. Individual

6.1 Individuals will not possess tobacco and/or cannabis products or related devices

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6.1.1 in correctional facilities, including on the grounds, except as permitted for Indigenous ceremonial purposes

6.1.2 in correctional facility vehicles used for the transportation of individuals

6.2 In accordance with Policy and Procedures, Subject No. 39.06.00, [Contraband](#) any individual found using or in possession of tobacco and/or cannabis or a related device will be held accountable in accordance with the disciplinary system, see Chapter 42.

6.3 Individuals who wilfully fail to comply with the Smoke-free policy when visiting Community Corrections offices will be asked to leave the office.

7. Standard Operating Procedures

7.1 Superintendents will establish Standard Operating Procedures (SOP) with respect to the prohibition of possession and use of tobacco or cannabis products in correctional facilities and on any land connected with the correctional facility.

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