



Site Operating Procedure



Required Action Policy for Tobacco Products

1. WHAT IS REQUIRED?

- ☐ To comply with federal and provincial tobacco regulations.
- ☐ You must request ID from anyone purchasing tobacco products, who looks to be younger than 25.

2. WHY?

- ☐ To ensure we are not selling tobacco products to minors.
- ☐ It is against the law to sell tobacco products to minors. A person who distributes tobacco products to a minor is guilty of an offence, and could be punished with:
 - Loss of employment
 - Face personal fines of \$4,000 to \$100,000
 - Loss of license to sell tobacco products, as well as face additional fines of \$10,000 to \$150,000. (for the Associate)

3. WHO?

- ☐ Each and every Guest that wants to buy tobacco products.

4. REQUIRED ACTION

- ☐ **Guests that look under the age of 25** are asked for (picture) I.D. when purchasing tobacco products.
- ☐ Ask for (picture) I.D. if they look under 25 **before quoting the price of tobacco products.**
- ☐ Ask for (picture) I.D. if they look under 25 **before placing tobacco products on the counter.**
- ☐ Don't let an angry Guest stop you from asking for (picture) I.D. **IT'S THE LAW!**

5. I.D. THAT MAKES THE GRADE

- ☐ Driver's license
- ☐ Passport
- ☐ Certificate of Canadian Citizenship
- ☐ Canadian permanent resident card
- ☐ Canadian Armed Forces I.D. card
- ☐ Any documents issued by a federal or provincial authority or a foreign government that contain a photo, date of birth and signature are also acceptable.
- ☐ **IMPORTANT – School I.D. cannot be accepted as proof of age.**

6. EXPECTED RESULTS

- ☐ No Employee is charged with selling tobacco products to a minor.
- ☐ Employees always remember to ask for I.D.
- ☐ No Employee receives a warning letter about selling to a minor.
- ☐ Employees are supported by the manager for asking **ALL** Guests for I.D. who want to buy tobacco products.

7. SIGN OFF

- ☐ I have read and understand my role in complying with this Required Action Policy.

Employee Signature: _____ Date: _____

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