

Operating Guidelines

Section: Human Resources

Subject: Smoking

Policy #: 320

Date Issued: March 12, 2016

Date Revised: October 3, 2017

Purpose

Second-hand tobacco smoke is a recognized health hazard. In order to protect the health of staff members and visitors to Town buildings, all Town buildings and vehicles are a "Smoke-Free" environment.

Procedure

320.1

Employees and visitors are not permitted to smoke within the confines of any municipal building owned and operated by the Town.

320.2

Volunteers and visitors must also use the designated staff areas for smoking or smoke outside of the buildings, in designated areas.

320.3

Care must be taken to keep the designated areas clean of cigarette litter.

Responsibility

It is the responsibility of all Officers and Firefighters to follow these policies and procedures regarding smoking.