

**Policy Name**

Smoking Policy

**Policy Number**

ADM-1



**Policy Statement**

Brazeau County has a concern for the health of all employees and recognizes the negative effects of smoke in the workplace. Therefore, a commitment to eliminate smoking from the workplace will be made in order to create a healthier and more productive work environment.

**Policy**

To ensure a smoke-free environment for the health of all Brazeau County employees the Brazeau County Administration Building, Public Works Shop and all outbuildings, equipment and vehicles will be “smoke free”.

**Procedures**

**New Employees**

Any candidate being considered for employment by Brazeau County will be advised of this policy prior to their appointment.

**Policy Enforcement**

The standard disciplinary measures available to administration shall be available for instances where employees contravene this policy.

- 1<sup>st</sup> incident – verbal with notation to personnel file
- 2<sup>nd</sup> incident – written reprimand
- 3<sup>rd</sup> incident – one-week suspension without pay
- 4<sup>th</sup> incident – dismissal

**Vehicles**

Smoking in County vehicles and equipment shall be prohibited.

**Job Sites and Yard**

Smoking will be allowed in the County yard and on job sites in designated areas.

Chief Administrative Officer: \_\_\_\_\_

Approved by Council: 92/06/11

Revision Dates: (Y/M/D) 06/08/29; 04/06/08; 93/06/07;

Reviewed: 14/06/23