

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.

Policy

To ensure a smoke-free environment for the health of all Brazeau County employees ALL County buildings, vehicles and equipment will be “smoke free.” The provincial five-metre legislation applies to the smoking around the exterior of all buildings.

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.

- 1st incident – verbal with notation to personnel file
- 2nd incident – written reprimand
- 3rd incident – one-week suspension without pay
- 4th 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: _____

Revision Dates: (Y/M/D)19/06/11 06/08/29; 04/06/08; 93/06/07; _____

Reviewed: 19/05/27 _____