

POLICY NUMBER	<u>2000-1</u>
COVERAGE	<u>MUNICIPAL FACILITIES</u>
COUNCIL APPROVAL	<u>JANUARY 10, 2000</u>
EFFECTIVE DATE	<u>IMMEDIATELY</u>
POLICY AMENDED	<u>APRIL 28, 1997</u>

TOWN OF WOODSTOCK

**POLICY REGULATING SMOKING
IN MUNICIPAL FACILITIES**

INTRODUCTION: THE TOWN OF WOODSTOCK ACKNOWLEDGES THE HARMFUL EFFECTS OF SMOKING AND SECOND-HAND SMOKE, AND THE DESIRABILITY OF A SMOKE-FREE ENVIRONMENT FOR ITS EMPLOYEES AND VISITORS. THE CO-OPERATION OF ALL EMPLOYEES IS REQUIRED IN COMPLYING WITH THE POLICY.

THIS POLICY APPLIES TO ALL EMPLOYEES AND VISITORS, AS WELL AS OTHER PERSONS WITH WHOM THE TOWN DOES BUSINESS.

- POLICY:
1. EFFECTIVE IMMEDIATELY, SMOKING WILL BE BANNED IN ALL TOWN BUILDINGS AND VEHICLES.
 2. TO ASSIST EMPLOYEES IN ADOPTING A SMOKE-FREE LIFESTYLE, THE TOWN WILL REIMBURSE THE COST OF AN APPROVED CESSATION PROGRAM.
 3. WHERE EMPLOYEES MAY NOT LEAVE THEIR WORK AREAS/STATIONS FOR THE DURATION OF A SHIFT, SMOKING BREAKS WILL BE ALLOWED AS DETERMINED BY MANAGEMENT.
 4. APPROPRIATE SIGNS WILL BE ERECTED TO INDICATE TO EMPLOYEES, CUSTOMERS AND OTHERS WITH WHOM WE DO BUSINESS THAT ALL TOWN PREMISES ARE SMOKE FREE ON THE EFFECTIVE DATE.

- EXCEPTIONS:
1. THE BOARD OF THE CARLETON CIVIC CENTRE IS GIVEN THE AUTHORITY TO APPROVE SMOKING AT EVENTS TAKING PLACE ON THE MAIN ICE SURFACE FLOOR AREA. ANY EVENT OR ACTIVITY WILL BE SUBJECT TO THE FOLLOWING:

PAYMENT OF \$500.00 FEE

SMOKING-RELATED DAMAGES TO BE THE RESPONSIBILITY OF THE SPONSORING AGENCY. THE FACILITY MANAGER MAY REQUIRE A REFUNDABLE DAMAGE DEPOSIT.

SPONSORING AGENCY IS TO BE RESPONSIBLE FOR THE COST OF ANY ADDITIONAL STAFF THAT MAY BE (IN THE OPINION OF THE FACILITY MANAGER) REQUIRED.

2. THE CHIEF ADMINISTRATIVE OFFICER IS GIVEN THE AUTHORITY TO DESIGNATE A SMOKING AREA FOR THE FIRE

TRUCK DRIVERS.