Title: No Smoking Policy	**Internal & External**
Department: Corporate Services- Safety and Training	**Policy Number:** CS-ST-002
Approval Date: September 23, 2013	**Implementation Date:** September 23, 2013

BACKGROUND

The act of smoking poses a number of possible negative health effects. These health effects are felt by smokers and more imperatively, by those breathing the second hand smoke.

OBJECTIVE / PURPOSE

Due to the major health concerns related to smoking tobacco, the following outlines the *No Smoking Policy* for the Town of Paradise. This policy aims to illustrate our commitment to encouraging and enhancing healthy living as outlined in our Towns mission statement.

POLICY STATEMENT

Employees, students, volunteers and visitors are advised of the *No Smoking Policy* in all Town owned buildings and vehicles, this includes restrooms, stairwells, conference rooms, hallways, work stations and all other enclosed areas as well as cars, pickups, plow/dump trucks, loaders and backhoes.

Smoking is banned in all outdoor Town facilities with the exception of parking lots. Any individual(s) smoking in a parking lot must remain at a minimum of 10 meters from all doors, entryways, walkways, sports fields and playgrounds.

GUIDELINES AND PROCEDURES

1. Signage: Employees are to be reminded of this policy through the use of signage posted in all Town owned buildings and vehicles.
2. Reporting violation: Persons observing a violation of this policy should bring it to the attention of their supervisor. Investigation of any violation is to be done in confidence and may result in disciplinary action.

POLICY REVIEW: This policy will be reviewed a year after implementation, however, it may be subject to change following new experience or new knowledge.

Chief Administrative Officer : Rosalyn Cumby

Date: Nov 21/13