

Corporate Policies

SECTION: TERMS & CONDITIONS OF EMPLOYMENT

SUBJECT: Prohibition of Smoking in the Workplace

POLICY/PROCEDURE NO. 2.5.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 2

SUPERCEDES POLICY DATED: September 1995

APPROVED BY: AF123-2002

POLICY STATEMENT:

It is the policy of the Corporation to enhance the work environment through the creation of a smoke-free workplace. Smoking is prohibited in all City of Brampton workplaces and vehicles, except as provided for in public areas designated under the City of Brampton by-laws.

A workplace is defined as:

- Enclosed building or structure in which an employee works and includes a shaft, tunnel, caisson or similar enclosed space.
- Vehicles owned or leased by the Corporation.

PURPOSE:

This Smoking policy is aimed at promoting a clean, healthy and safe environment for employees of the Corporation and the public.

SCOPE:

All employees.

PROCEDURE:

1. RESPONSIBILITIES OF THE CORPORATION

- a. Post signs prohibiting smoking in the workplace and vehicles.
- b. Designate smoking areas outside the building.

2. RESPONSIBILITIES OF MANAGEMENT

- a. Ensure that smoking does not occur in workplace or vehicles.

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3. RESPONSIBILITIES OF EMPLOYEE

- a. Comply with the NO SMOKING policy in the workplace and vehicles.

ACCOUNTABILITY:

All employees of the Corporation are to act in accordance to this policy. Additionally, supervisors are accountable to ensure adherence to the policy as outlined.

ADMINISTRATION:

Human Resources Division, City of Brampton 1st Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

CONTACT:

Human Resources Advisor, Human Resources Division. (905) 874-2546 or (905) 874-3377