

<i>The Town of Fort Frances</i>	<b>SECTION</b> HUMAN RESOURCES
<b><u>SMOKING</u></b>  <b><u>POLICY</u></b>	<b>REVISED</b>  September 2002
Resolution No.	Supercedes Resolution No.
Policy Number 3.1	<b>PAGE 1 of 1</b>

## 1. PURPOSE

The Town of Fort Frances is dedicated to providing a healthy, comfortable and productive environment for our employees.

Second hand smoke is known as a health hazard and will be treated in the same manner as any other health hazard through removal from the workplace so as to not place employees at risk.

All employees share in the responsibility for adhering to and enforcing the policy. Any conflicts should be brought to the supervisor's attention. In all cases, the right of the non-smoker to protect his or her health and comfort will take precedent over an employee's desire to smoke.

For fire safety and for the health and well being of all employees, smoking and the use of all smokeless products such as snuff and chewing tobacco is prohibited in Town buildings and in Town vehicles and equipment at all times. This policy applies to all employees, volunteers, and elected officials.

Individuals who violate the smoking policy will be subject to disciplinary action.