



**M. D. OF GREENVIEW NO. 16**  
**POLICY & PROCEDURES MANUAL**

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 23**

<b>POLICY TITLE:</b>	<b>SMOKING IN THE WORKPLACE</b>	<b>Page 1 of 1</b>
<b>Date Adopted by Council / Motion Number:</b>		<b>11.10.559</b>

**PURPOSE:**

To ensure that a smoke-free environment exists within the M.D.'s properties, including but not limited to:  
Administration Buildings;  
Field Services Building;  
Operations Building  
Environmental Services Buildings.  
Grovedale Shop; and  
All vehicles.

**POLICY:**

The Municipal District of Greenview has a concern for the health of all employees and recognizes the scientifically validated impact of second-hand smoke and hazardous effects of smoke in the workplace. Therefore, a commitment to eliminate smoking from the work place is being made in order to create a healthier, more productive work environment.

1. Financial assistance will be provided to encourage employees to stop smoking. A maximum of \$250 per employee will be provided to register in a stop smoking program, and/or to purchase stop smoking aids. This will be provided on a one-time-only basis, and employees will be reimbursed the actual cost by receipt only.
2. Any new employee being considered for employment by the Municipal District will be advised that the organization has a smoke free work environment in effect.
3. Any employee contravening this policy will be subject to disciplinary action in accordance with the Personnel Policy.

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(Original signed copy on file)  
REEVE

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C.A.O.