

NO SMOKING POLICY

(THE FOLLOWING POLICY IS A GUIDE AND SHOULD BE MODIFIED TO THE EXTENT NECESSARY TO REFLECT THE PRACTICE OF THE LOCAL UNIT)

The ***(name of local unit)*** has adopted a smoke-free policy for all buildings ***(provide other areas of municipal owned property subject to policy, grounds, vehicles, parking lots, etc)*** . This policy applies to all employees, vendors, contractors, public officials, volunteers and visitors.

(Alternate language) Smoking near equipment that may be sensitive to smoke is also prohibited. However, smoking inside vehicles owned by ***(name of local unit)*** is permitted when one of the following scenarios occurs:

1. When the smoker is the sole occupant of the vehicle/equipment that is being used; or
2. When the smoker is one of multiple occupants of a vehicle/equipment and has the consent of all other occupants.

This policy shall be strictly enforced and any employee or volunteer found in violation will be subject to discipline.