

# Town of Truro – Policy & Procedure Manual

**Subject:** Smoke Free Policy  
**Policy Number:** P100-020  
**Approval Date:** November 1, 2010  
**Departments:** All Departments

## **INTRODUCTION**

The Town of Truro is committed to the health and safety of its employees. Smoking has been to be harmful to the health of both smokers and non-smokers who come into contact with second hand smoke. Smoking and second-hand smoke have serious effects on a person's health such as an increased risk of heart disease, cancer, emphysema, and other diseases. In the interest of promoting a safe and healthy work place, the Town of Truro has adopted a Smoke Free Policy.

## **POLICY**

This policy applies to all employees of the Town, and applies to each employee while at work, including lunch and other breaks.

Employees are prohibited from smoking in or on all Town of Truro property, buildings, vehicles, and equipment, except in designated outdoor smoking areas. By way of example and for clarification, the area in which smoking is prohibited include Town streets and sidewalks, Town-owned outdoor facilities, managed sport fields, courts, playgrounds, swimming pools, spray parks, onsite canteens, skateboard / BMX park, and public washrooms and parks (including Victoria Park).

Employees who do not adhere to this policy will be subject to disciplinary action.

Town of Truro has no intentions of influencing the actions of employee's smoking habits outside of the workplace and will not pursue disciplinary action for those who smoke off Town property or outside their working hours. Town of Truro will not discharge employees or refuse to hire applicants based on the grounds that they are a smoker.