

**MUNICIPALITY OF SIOUX LOOKOUT**  
**ADMINISTRATIVE PROCEDURE NO. 3-37**

**SUBJECT: SMOKING IN THE WORKPLACE**

**SECTION: Personnel**

**APPLIES TO: All Employees**

**EFFECTIVE: November 16, 2005**

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**37.1 SMOKING IN MUNICIPALITY BUILDINGS/FACILITIES**

According to **By-law Number 11-03** and **By-law Number 12-03** smoking is prohibited in all Municipal owned/leased buildings/facilities and vehicles.

**37.2 SMOKE BREAKS**

Employees who smoke shall be permitted to do so during their regularly scheduled fifteen (15) minute breaks during their work shift provided such breaks are conducted outside of all Municipal owned/leased buildings/facilities/vehicles and at least two (2) metres from the facility entrance.

**37.3 SMOKING CESSATION PROGRAMS**

**(a) In-House Counselling and Materials**

Materials and counselling to assist employees to stop smoking are available through the Human Resources Administrator's Office.

**(b) Financial Assistance for Individual Programs**

The Municipality provides financial assistance to regular full-time employees who wish to complete one smoking cessation program of the employee's choice, subject to annual budget considerations. The financial assistance is in the form of reimbursement of 50% of the registration fee to a maximum of \$100.00, after having demonstrated successful completion of the program for a period of three months. If reimbursement is expected, prior approval must be sought through completion of a standard staff training and development form. Once authorized, a copy will be returned to the employee as confirmation of the Municipality's commitment to reimburse upon the above criterion being met.