

NO SMOKING POLICY

Purpose

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, the Incorporated Hamlet of Tuktoyaktuk shall be entirely smoke free effective (date). Additionally, effective (date), the use of all tobacco products, including chewing tobacco, is banned from the Incorporated Hamlet of Tuktoyaktuk workplace, except as designated in this policy.

Guidelines

Smoking is prohibited in all of the enclosed areas within the Incorporated Hamlet of Tuktoyaktuk worksites, without exception. This includes common work areas, the manufacturing facilities, conference and meeting rooms, private offices, hallways, the lunchrooms, stairs, restrooms; employer owned or leased vehicles, and all other enclosed facilities.

The only designated smoking area in the Incorporated Hamlet of Tuktoyaktuk is outdoors, three meters from any door of the building. No one may smoke along any path way or walk way leading to or from the designated smoking area, nor may employees smoke on the stairways of the Incorporated Hamlet of Tuktoyaktuk buildings.

Additionally, employees may smoke in their **personal** vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking employees are subjected to smoke that they must walk through to reach their vehicle or any other destination on the Incorporated Hamlet of Tuktoyaktuk premises.

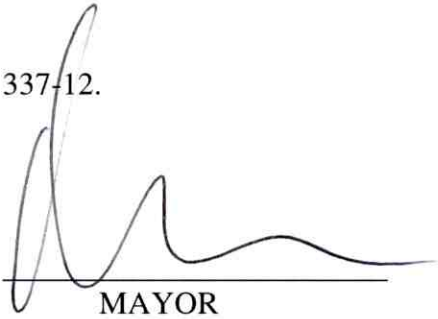
While the Incorporated Hamlet of Tuktoyaktuk makes these areas available to smokers, it in no way has any legal responsibility to do so. Employees who choose to use these smoking areas do so at their own risk. No additional breaks are allowed to any employee who smokes.

Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees and our visiting partners and customers. Failure to comply with all of the components of this policy will result in disciplinary action that can lead up to and include Employment termination.

I acknowledge receipt of and understanding of the Incorporated Hamlet of Tuktoyaktuk Smoke Free Workplace Policy. The policy is effective (Date) until further notice.

Approved by Hamlet Council 12 day of December, 2012 by motion number

337-12.



A handwritten signature in black ink, consisting of a large, stylized initial 'A' followed by a series of loops and a long horizontal stroke.

MAYOR



A handwritten signature in blue ink, consisting of a stylized initial 'S' followed by a series of loops and a long horizontal stroke.

SENIOR ADMINISTRATER