



## **Corporate Policy**

### **Tobacco, Alcohol, and Banned Substances in the Workplace**

**Policy Category:** Human Resources

**Policy Number:** HR-017

**Department:** Human Resources

**Attachments:**

**Related Documents/Legislation:**

**Approved** by Council: **June 7, 2004**  
By-Law No. , [Click here to enter a date.](#)

**Revised:** **March 21, 2005**  
**June 1, 2018**

- 1. Policy Statement**
- 2. Purpose**
- 3. Definitions**
- 4. Scope**

This policy applies to all members of the Town's organization including members of Council, full-time, part-time and contract staff, members of Advisory Boards and Committees and volunteers.

- 5. Policy**

The Town of Orangeville seeks to provide a healthy and safe environment for all individuals. As a known carcinogen, environmental tobacco smoke poses a health risk to our employees. As such, smoking is prohibited in all Town of Orangeville workplaces, except in designated smoking areas during authorized breaks and meal periods.

Workplaces include offices, buildings, vehicles and equipment provided by the Town for the purpose of work activities.

Designated Smoking Areas must be located outside and should be at least ten (10) feet from any building entrance.

Smoking in any area other than the designated smoking areas during authorized times will be considered an infraction of this policy and will result in disciplinary action, up to and including dismissal.

Consumption of alcohol in the workplace is not permitted.

Reporting for work under the influence of alcohol and drugs is unacceptable and will not be tolerated.

The possession or use of prohibited or restricted drugs in the workplace, without lawful authority, is unacceptable and will not be tolerated.

Anyone violating this policy will be subject to discipline, up to and including termination.