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| <b>Wintergreen Fire and Rescue<br/>Standard Administrative Policy</b> |                      |
| <b>Subject:</b>   | Non-Smoking Areas    |
| <b>Reference Number:</b>  | Adm 04-001           |
| <b>Effective Date:</b>  | 19-Jan-05            |
| <b>Last Revision Date:</b>  | N/A                  |
| <b>Signature of Approval</b>  | Curtis Sheets, Chief |

**Purpose:**

To establish a policy on approved smoking areas.

**Policy:**

Wintergreen Fire and Rescue aspires to become a smoke free workplace.

Employees should only smoke at approved smoke areas.

It is preferred that employees smoke outside, however during periods of inclement weather, smoking in the bays is allowed.

Employees are responsible for cleaning up after themselves.

Smoking in a Wintergreen Fire and Rescue vehicle is strictly prohibited.