

## APPENDIX C

### NON-SMOKING POLICY PHILOSOPHY

The Village of Woodridge is committed to the promotion of wellness. Smoking is a major cause of preventable diseases and deaths in this country. Thus, for the health of non-smokers and smokers, the Village will limit smoking to specifically designated areas.

The Village respects the rights of the smoker as well as the non-smoker. The following policy clarifies these rights:

#### **POLICY**

##### **A. EMPLOYEES**

Because personnel of the Village of Woodridge should promote an example of good health habits, employees will not be permitted to smoke in the Village Hall, the Police/Public Services Facility, any vehicle owned or maintained by the Village, the Village Greens Maintenance Building, any Wells or Pump Houses owned by the Village of Woodridge. Smoking in the Village Greens Clubhouse will not be permitted by employees that are on duty. Smoking by employees is prohibited in the Pro Shop at all times.

##### **B. VISITORS**

Smoking is not permitted in any area of the Village Hall, Police/Public Services Facility, Village Greens Maintenance Building and the Pro Shop in the Village Greens Clubhouse. Smoking is permitted in the Police interview rooms by visitors who are being interviewed for purposes of reporting information regarding a criminal case to Police personnel.

##### **C. COMPLIANCE**

Department managers and supervisors are responsible for ensuring compliance with the letter and spirit of this policy, and violations should be referred to them.