

# Smoke-Free Ontario Act

## Disciplinary Policy and Sign-Off Sheet

If any employee is in violation of the \_\_\_\_\_ tobacco policy, the employee will be disciplined as follows:

The policy is to go through the training manual, acquire the certification by the Smoke-Free Ontario and always be on guard to follow the rules and regulation.

For the first offence;

- Verbal warning
- Must paid the fines
- Written warning
- Note to file

For the second offence;

- Suspension
- Report of offences to Health Unit and/or
- Dismissal

### Employee Sign-Off

I have read and understand the tobacco policy of \_\_\_\_\_ and shall comply with the policy.

Name \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

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