



SECTION	POLICY NO.	PAGE
GENERAL ADMINISTRATION (ALL DEPARTMENTS)	120-12	4 of 4
POLICY TITLE	DATE	MOTION NO.
Employee Conduct & Use of County Vehicles & Facilities	December 14, 2022	C22-305

- 3.5.4 The use or consumption of alcoholic beverages, prescription, non-prescription, mind altering (legal drugs such as marijuana), illegal, or over the counter drugs, which may impede the operator's ability to operate the vehicle, is strictly prohibited. Violation of this term may constitute grounds for discipline which may include termination of employment. See Policy 120-5.
- 3.5.5 All County Vehicles are to be securely locked before the vehicle is left unattended. Valuables shall not be left in an unattended County Vehicle at any time.
- 3.5.6 No alterations whatsoever, including affixing stickers to the vehicle, may be made to County Vehicles without prior written approval by the CAO.
- 3.5.7 Smoking and vaping is strictly prohibited in all workplaces or work vehicles. Under the *Tobacco, Smoking and Vaping Reduction Act*, workplace is defined as, "all or any part of a building, structure, or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure, or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles." A work vehicle is defined as, "a vehicle owned or leased by an employer and used by employees during the course of their employment."
- 3.5.8 If an employee is found to be responsible for ongoing abuse, neglect or willful damage to a County Vehicle or Equipment they will receive discipline up to and including termination. The Employee may be required to pay for the damage.

Employee Conduct & Use of Vehicles & Facilities



ACKNOWLEDGEMENT AND AGREEMENT

By signing this document, I _____ (Name)

1. Acknowledge receipt of this procedure.
2. Acknowledge I have read and considered all of the requirements, provisions, and expectations and agree to abide by the terms of this procedure.
3. Acknowledge and understand that violation of this procedure may lead to disciplinary and/or legal action.

Agreed to and accepted this _____ day of _____, 20____.

Signature

Witnessed this _____ day of _____, 20____.

Witness Name

Witness Signature