

**TOWN OF WATERBURY
POLICY AND PROCEDURES**

SUBJECT: TOBACCO POLICY

DATE: February 8, 2010

It is the desire of the Town of Waterbury to provide a smoke-free environment for all employees working in and visitors to town buildings. This policy covers the smoking of any tobacco products and applies to both town employees and non-employee visitors.

Vermont law requires that there will be no smoking of tobacco products within the facilities at any time – Smoking in the Workplace Law.

POLICY

The Town of Waterbury prohibits use of cigarettes, cigars, pipes and all other varieties of tobacco designed to be smoked within its buildings and vehicles, whether owned, rented or leased. In addition, no smoking of tobacco products will be allowed in personal vehicles when used to transport persons on authorized business of the Town of Waterbury.

Smoking of tobacco products may be allowed on property owned by the Town of Waterbury, however, it must be used at least thirty (30) feet from any entrance to the building including overhead doors to ensure that the smoke does not enter the building. An area outside the building for tobacco use may be designated at the discretion of management. All materials related to the use of smoking tobacco products, including but not limited to cigarette butts, matches and lighters must be extinguished and/or disposed of in appropriate containers.

PROCEDURE

1. Visitors will be informed of this policy through signs, and it will be explained by their host.
2. The Town of Waterbury will help employees who wish to quit smoking by providing information about smoking cessation programs offered by companies that provide this service by contract with the Town of Waterbury or the State of Vermont.
3. Any complaints concerning violations of this policy will be directed to the supervisor of the department where the violation occurred or to the Municipal Manager. Employees alleged to be in violation of this policy proceed through standard disciplinary procedure outlined in contract or policy.
4. For questions about Vermont's Smoking in the Workplace law call the Health Department of the state of Vermont - toll-free at 1-888-331-8622.

APPROVED: _____

Municipal Manager

DATE: _____

Feb. 8, 2010