

# ATTACHMENT B

## SMOKING IN THE WORKPLACE POLICY

Adopted: May 11, 1993  
Revised: September 24, 2012

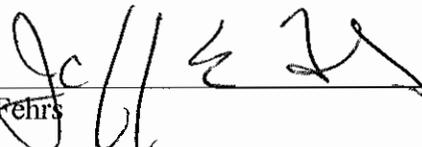
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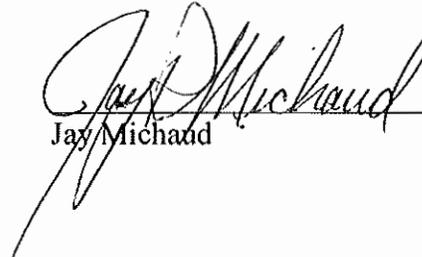
The statements contained in this policy are guidelines and summaries. Nothing in this policy alters any employee's status as an employee at will, nor does it alter or supersede any disciplinary or termination provisions in any relevant collective bargaining agreement. As with any Town personnel policy, this Smoking in the Workplace Policy is subject to revision or revocation in the sole discretion of the Town, with notice to employees.

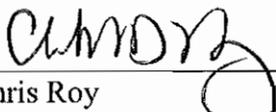
This policy is hereby adopted this 24th day of September and is effective as of this date until amended or repealed.

  
Terry Macaig

  
Debbie Ingram

  
Jeff Rehrs

  
Jay Michaud

  
Chris Roy

## **1. POLICY**

It is the policy of the Town of Williston to provide a smoke-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of smokeless or “spit” tobacco, and applies to all employees and visitors.

## **2. PROCEDURES**

### **2.1. Prohibited Areas**

In accordance with state law, smoking is prohibited in any Town Building, including, but not limited to:

- Thomas Chittenden Hall
- Town Hall Annex
- The Old Brick Church
- Dorothy Alling Memorial Library
- Fire Department
- Police Station
- Water/Sewer Building
- Highway Garage

### **2.2. Permitted Areas**

Smoking is permitted outdoors on Town property, in areas more than 25 feet away from building entrances, operable windows and air intakes, with the exception of areas where safety, health, or pedestrian traffic flows are overriding considerations. All materials used for smoking, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers.

## **3. RESPONSIBILITY FOR ENFORCEMENT**

As your employer, we are responsible for carrying out the provisions of the smoking policy. We anticipate the cooperation of every employee, and welcome suggestions. The Town Manager is responsible for enforcement of this policy, and is the person to contact with any suggestions, complaints, or the like.

- Visitors will be informed of this policy through signs, and it will be explained by their host.
- Town of Williston will help employees who wish to quit smoking by providing information about Vermont’s quit smoking services.
- Any violations of this policy will be handled through the standard disciplinary procedure.
- For questions about Vermont’s Smoking in the Workplace law, or to file a complaint with the Department of Health, call (toll-free) 1-866-331-5622.

**4. FOR MORE INFORMATION**

- The State Department of Health may be available to answer questions regarding the interpretation and implementation of smoking laws. The State Chapter of the American Lung Association can provide educational materials on the hazards of smoking and information on smoking cessation classes. For more information, call the State Department of Health at 863-7200 or the Vermont Chapter of the American Lung Association at 876-6500.
- The Vermont Quit Network offers the following quit smoking services to Vermont residents at no charge: phone or in-person coaching, on-line support and self-help tools at [VTQuitNetwork.org](http://VTQuitNetwork.org) or by calling 1-800-QUIT-NOW (784-8669). Any Vermonter who signs up for coaching can access nicotine replacement products – gum, patches or lozenges – delivered directly to their home.

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