

TOWN OF DERBY

- Office of the Select Board -

124 Main Street, Derby Center
P.O. Box 25, Derby VT 05829

Phone: 802-766-4906
Fax: 802-766-2027

SMOKING & TOBACCO POLICY

The Town of Derby has established this policy to protect workers by prohibiting smoking and use of smokeless tobacco in the workplace except in designated areas.

The United States Surgeon General, in his 1986 report on Involuntary Smoking, Concluded:

- Involuntary Smoking is a cause of disease, including lung cancer, in healthy nonsmokers:
- The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke.

The Town of Derby has adopted the following policy. Smoking and use of smokeless tobacco products is strictly prohibited within all Town of Derby owned buildings including offices, hallways, reception area, restrooms, lunch rooms, kitchens, garages, meeting rooms, and all other work areas. Smoking and use of smokeless tobacco products is strictly prohibited within all Town of Derby owned vehicles.

This policy applies to all employees, clients, contractors, and visitors. Smoking may only occur at a reasonable distance outside any enclosed area where smoking is prohibited to insure that environmental tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means.

December 9, 2013

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I have read this policy and agree to accept this policy as written.

Failure to abide by this policy:

- First offense you will receive a written warning
- Second offense will result in dismissal

DERBY SELECT BOARD

DECEMBER 9, 2013

BRIAN SMITH / CHAIRMAN

Brian Smith

STEVE GENDREAU

Steve Gendreau

BEULA- JEAN SHATTUCK

Beula-Jean Shattuck

LAURA DOLGIN

GRANT SPATES

Grant Spates

DERBY, VT TOWN CLERK'S OFFICE
RECEIVED FOR RECORD

DECEMBER 10 A.D. 2013

at 7 o'clock 25 minutes A.M

and recorded in Book TOWN #14 Page 286-288

of TOWN Records.

Attest: *Maryanne LeBlond*
ASSISTANT Town Clerk

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Policy Acknowledgement

I, _____, acknowledge that:

- A. I received a copy of the Town's Smoking & Tobacco Policy on _____;
- B. I have been given an opportunity to ask questions about said policies and I have been provided with satisfactory information in response to my questions;
- C. I understand that the language used in the personnel policy is not intended to create, nor should it be construed to create, a contract of employment between myself and the Town;
- D. I acknowledge that the Town reserves the right to add, amend or discontinue any of the provisions of these policies for any reason or none at all, in whole or in part, at any time, with or without notice;
- G. I acknowledge that I understand the Town's policy and I agree that I will comply with all of the provisions.

Employee's Signature

Date

To be kept on file by employer

DERBY, VT

TOWN CLERK'S OFFICE
RECEIVED FOR RECORD

DECEMBER 10 _____ A.D. 2013

at 7 o'clock 25 minutes _____ A.M.

and recorded in Book TOWN #14 Page 286-288

of TOWN Records

Attest: Maryann Stewart

ASSISTANT

Town Clerk