

Town of Marshfield Tobacco in the Workplace Policy

I. PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Town of Marshfield offers a smoke free and tobacco free environment for its workers and citizens in and around Town owned and/or operated buildings. Further, that all municipal vehicles and municipal worksites remain smoke and tobacco free.

Tobacco products prohibited in this policy include but are not limited to: cigarettes, B-cigarettes, cigars, pipe tobacco, cigarette tobacco, roll-your-own tobacco, smokeless tobacco, chewing tobacco, snuff, dip or any other product that contains tobacco or that can be smoked.

II. APPLICABILITY

This policy applies to all employees of the Town of Marshfield.

III. POLICY

It shall be prohibited for employees utilize any and all tobacco products in the following areas:

1. In any Town owned or Town operated building;
2. Within 200 feet of any Town owned or operated building;
3. Any Town worksite or Town work location;
4. Any vehicle owned, operated, leased or utilized by the Town for Town business;

IV. COMPLAINT PROCEDURES

A. Any employee having a complaint that he or she is being exposed to tobacco may object in writing to his or her Department Manager.

B. The Department Manager must respond to the employee within ten (10) working days after receipt of the complaint.

V. SANCTIONS

Any employee who continues to knowingly violate this policy may be subject to disciplinary action up to and including termination.