



TOWN OF BERLIN

Smoking/Non-smoking Policy

Effective November 1, 2019

The Town of Berlin supports an environment that sustains the general health and wellbeing of its employees and citizens. In furtherance of the foregoing, no smoking shall be permitted in any Town building or Town vehicle and smoking on real property adjacent to Town Buildings shall be restricted as set forth below herein.

1. Purpose

This policy aims to protect non-smokers without unreasonably depriving smokers from their right to smoke legal products. The policy shall be governed by Connecticut law and is subject to revision by the Town in the event of a change in applicable state and/or federal laws.

2. Scope

This policy applies to all employees of the Berlin Town Hall, as well as visitors, contractors and temporary staff.

3. Policy

The Town of Berlin prohibits smoking, including smoking using an electronic nicotine delivery system, i.e., e-cigarettes, or vapor product, in and on the real property of any building owned or leased by the Town of Berlin, except in designated smoking areas. Real property means all temporary and permanent structures owned or leased by the Town and land adjacent to such structures. Employees shall also refrain from smoking in any Town vehicle. This includes cars, trucks, and heavy equipment. Smoking is prohibited indoors and in vehicles at all times, not just during regular working hours. If an employee arrives early and / or stays late at work, the employee shall adhere to this policy.

4. Designated Smoking Areas

At all times, as a courtesy to non-smokers, smokers shall not smoke within twenty-five feet of all Town building entrances, exits and air-intake vents. At no time will smokers engage in smoking around any building entrance or exit. All entrances and exits shall remain clear for Town Hall traffic, which includes visitors and employees. Smokers shall smoke at least 25 feet away from entrances, exits and air-intake vents. Please see the designated smoking area (attached) for the main Town Hall Building. Smokers shall extinguish their cigarettes and discard them only in appropriate containers.

5. Enforcement of Non-Smoking Rules

Non-smoking rules shall be enforced as diligently and vigorously as any other health and safety rule. They relate to fire, safety, Connecticut statutes and general sanitation. All employees shall observe and comply with these rules at all times.