

Town of Hollis
Office of the Select Board
34 Town Farm Road, Hollis, ME 04042
Phone: (207) 929-8552 Fax: (207) 929-3686
Web Address: www.hollismaine.org

River Payne

Roger Hicks

Mike Seely, Sr.

POLICY #46

SMOKE-FREE WORKPLACE

The Town of Hollis is dedicated to providing a healthy and productive work environment.

As required by law (Public Law 2009 22 M.R.S.A. 1580-A), it will be our policy to provide a smoke-free workplace, effective on adoption of this policy by the Board of Selectmen. This policy applies to all employees, clients, contractors and visitors at our facilities. The Workplace Smoking Act of 1985 applies to all enclosed areas of business facilities in Maine where employees perform work and for which the employer is responsible.

This policy will be posted and copies made available to anyone upon request. This policy will be supervised by management of all Town Facilities in accordance with Maine State Law.

Smoking of any tobacco product, including electronic smoking devices and smokeless tobacco is banned in:

- All enclosed areas where work is performed, as well as in all rest rooms, meeting rooms and private offices.
- All Town of Hollis owned and/or leased vehicles used by employees.
- All employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons.

Smoking of tobacco products is allowed outdoors. Smoking can only occur in outdoor locations that are at least 20 feet from any workplace entryway, vent, window or doorway.

Smoking is never allowed in any location that allows smoke to circulate back into the building (Public Law 2009 22 M.R.S.A 1580-A).

No smoking signs will be posted at all building entrances and throughout Town buildings.

This policy will be part of new employee orientations.

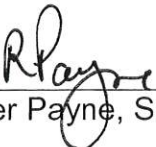
The workplace understands that tobacco is a legal product and further recognizes that as an employer, this workplace may not require that employees or prospective employees refrain from tobacco use when not at work, and will not discriminate against those who use tobacco products outside of employment.

The success of this policy will depend on the courtesy and cooperation of both tobacco users and non-users.

Each of us is responsible for following and helping enforce this policy.

Problems should be brought to the attention of the appropriate supervisor. Violations of this policy will be handled through disciplinary procedures.

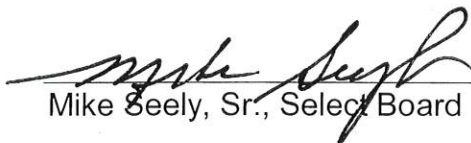
Date: October 11, 2016



River Payne, Select Board Chair



Roger Hicks, Select Board



Mike Seely, Sr., Select Board