

**Town of Waterboro  
Board of Selectmen  
Smoke-Free Workplace Policy**

The Town of Waterboro 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 the policy by the Board of Selectmen. This policy applies to all employees, clients, contractors and visitors. 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 is being posted and copies are being made available to anyone to requests one. The policy will be supervised by the management of all Town Facilities in accordance with Maine State Law.

Smoking of tobacco products is banned in:

- All enclosed areas where work is performed, as well as in all rest rooms, all meeting rooms, all lunch rooms and all private offices.
- All Town of Waterboro owned and all 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 included in new employee orientation.

The workplace understands that tobacco is a legal product and further recognized 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 employees who use tobacco outside of employment.

The success of this policy will depend on the courtesy and cooperation of both tobacco smokers and nonsmokers. Each of us is responsible for following and helpings enforce the policy. Problems should be brought to the attention of the appropriate supervisor. Violations of this policy will be handled through the established disciplinary procedures.

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Town Administrator

Date: