

MELODY A. CURREY
MAYOR

TOWN OF EAST HARTFORD

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OFFICE OF THE MAYOR

TOWN OF EAST HARTFORD SMOKING POLICY

It is the policy of the Town of East Hartford to provide a healthy working environment for its employees and visitors. Accordingly, smoking is prohibited in the following areas:

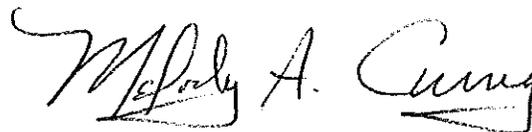
- Within any building or facility, or portion of any building or facility, owned, leased or operated by the Town;
- In any outdoor area within 50 feet of Town building or facility entrances, exits, balconies, ramps, fire escapes, air intakes and windows;
- Within any Town vehicle at any time.

Department Directors may limit smoking to a specific outdoor smoking area that complies with all of the provisions of this Policy. Such designated smoking areas must be clearly marked* and must contain an appropriate receptacle for disposing of cigarette butts. Employees must properly dispose of cigarette butts.

Violations of this Policy may be reported to the Director of Human Resources or the Risk Manager. Failure to comply with this Policy may result in discipline, up to and including discharge.

The Town of East Hartford also wants to remind its employees of the availability of its Smoking Cessation program through MEDCO. If you are interested or want further information, please call (800) 711-0917 or go to www.medco.com.

This Policy is effective **December 14, 2007** and supersedes all prior policies on this subject.



Melody A. Currey, Mayor

*Signs must be posted to designate the boundaries of nonsmoking and smoking areas. Letters on signs should be made of lines one-half-inch thick and 4 inches high.