



TOWN OF MANSFIELD POLICY MEMORANDUM

To: Employees, Volunteers, Visitors, Contractors/Vendors, and Patrons
From: Matthew W. Hart, Town Manager *M W Hart*
Date: June 1, 2016
Subject: Tobacco Free Campus Policy

I. Purpose

Upon execution of this policy, the Town of Mansfield is implementing a campus-wide tobacco-free policy that applies to all employees, volunteers, contractors/vendors, customers, and visitors. This policy prohibits the use of any tobacco products, including but not limited to any lighted or unlighted cigarette, cigar, pipe, bidi, hookah, the use of smokeless tobacco, including snuff, chewing tobacco and any other form of smokeless tobacco, and other non-combustible tobacco-free products and devices such as e-cigarettes or any other device intended to simulate smoking, in or around Town owned buildings and grounds. This policy aims to promote a safe and healthy environment for everyone who works on or visits any of the Town of Mansfield's campuses.

II. Applicability

All employees and volunteers (collectively referred to as "employees") who conduct business for the Town and/or conduct business on the Town's property are covered by the Tobacco Free Campus Policy. Additionally, this policy applies to contractors/vendors, customers of and visitors to Town buildings and grounds. This policy applies at all times when employees, volunteers, contractors/vendors, customers, and visitors are on the premises of or engaged in activities or functions at Town owned facilities. This policy is in effect at all times, during and after regular business hours. For the purpose of this policy Town owned facilities/campuses include:

- Audrey Beck Municipal Building (Town Hall)
- Animal Shelter
- Fire Stations 107, 207, and 307
- Mansfield Community Center
- Mansfield Public Library & Buchanan Auditorium
- Mansfield Senior Center
- Nash Zimmer Transportation Center
- Parking Garage
- Pavilions at Bicentennial Pond and Lions Club Park
- Public Works Garage
- Transfer Station
- All storage buildings, concession buildings, and restroom buildings owned by the Town

The Town of Mansfield's Parks Regulations prohibit the use of all tobacco products; for parks, playgrounds, and open space owned by the Town of Mansfield, those regulations shall be applicable.

For Mansfield public school buildings and grounds, Mansfield Board of Education policies shall be applicable.

It is the goal of the Town of Mansfield for all Town owned buildings leased to a third party to be tobacco free campuses as well. The Town will encourage this through contract discussions for leased buildings.

III. Effective Date

This policy shall be effective immediately and shall remain in effect until revised or rescinded.

IV. Prohibited Conduct

Smoking or use of tobacco products as described in Section I of this Policy will not be permitted in any of the buildings or on any of the grounds of the Town owned campuses identified in Section II of this Policy. Additionally, tobacco use will not be permitted in Town-owned parking lots. The use of tobacco products as described in Section I of this Policy is not permitted in any Town owned vehicle under any circumstances; this is also addressed in the Town's Vehicle Use Policy dated October 11, 2011, as may be amended from time to time.

Employees who choose to use tobacco products during work hours may do so during their regularly scheduled breaks, but off Town of Mansfield property.

This policy also prohibits the sale of any tobacco products as described in Section I of this Policy on Town of Mansfield property.

V. Communication of Policy

This policy will be distributed electronically to employees and available on the Town's employee intranet site. New employees will receive notification of this policy as part of their new hire intake. For building sites with volunteers or employees without email, this Policy should be posted in a visible location to those groups of people.

The Policy will also be available on the Town's website and in the Town Clerk's Office since it applies to visitors and customers of the Town's buildings and grounds. Signs bearing the message "Tobacco-Free Campus" will be posted at each applicable Town of Mansfield campus. No ashtrays or smoking shelters will be provided on tobacco-free campus grounds.

VI. Responsibilities of Employees, Supervisors and Managers

- A. Prohibited Conduct.** Any employee who engages in prohibited conduct outlined in Section IV of this Policy will be subject to discipline up to and including termination.
- B. Employees Who Witness Prohibited Conduct in the Workplace.** Any employee who witnesses prohibited conduct as defined in Section IV of this Policy or becomes aware of such activity may report the conduct to their immediate supervisor, department head, Assistant Town Manager, or the Town Manager.

The Town strictly forbids retaliation against employees who report prohibited conduct or who participate in internal or external investigations of prohibited activity. The Town will not engage in any such retaliation nor will it permit employees to do so. All employees shall report instances of retaliation to their immediate supervisor, department head, Assistant Town Manager, or the Town Manager.

Disciplinary action may be imposed if the Town determines that a knowingly false statement of prohibited conduct was made under this Policy.

C. Supervisors and Managers. Any supervisor or manager who receives information that an employee may be engaging in prohibited conduct as defined in Section IV of this Policy or who believes that someone is engaging in said prohibited activity shall immediately report it to the Town Manager or Assistant Town Manager. Ignoring such conduct and/or failure to report such conduct in accordance with the requirements of this Policy is not acceptable and may subject the supervisor or manager to disciplinary action.

D. Seeking Help. The Town of Mansfield is committed to providing support to its employees who wish to stop using tobacco products. To support employees who would like to quit using tobacco products, the Town:

- Encourages employees to seek help if they are contemplating tobacco cessation.
- Encourages employees to utilize the services of qualified professionals in the community and through the employee wellness program to identify the most appropriate resource for tobacco cessation.
- Offers all employees and their household members assistance with tobacco cessation through the Employee Assistance Program (EAP). The EAP offers tobacco cessation through group therapy and individual counselling sessions. Employees may contact the EAP at United Services, 860-228-4480 (Columbia Office) or 860-564-6100 (Wauregan Office). When contacting the EAP employees should identify themselves as a Town of Mansfield employee or family member domiciled in the household of the employee. The EAP provides eligible persons with assessments, short-term problem resolution and referrals at no cost to the employee.

These identified services may change from time to time, and the Town may or may not make a commitment to pay for part or all of the costs associated with these services. Employees interested in these services should contact Human Resources or the Employee Wellness Coordinator to learn about the available resources and costs associated with those services.

VII. Investigating Reports of Prohibited Conduct

The Town takes all reports of prohibited conduct under this Policy seriously. All reports will be investigated promptly, impartially and discreetly. Once a report is received, an investigation will be undertaken immediately and all necessary steps taken to resolve the problem. Employees have a duty and are obligated to participate in investigations when asked. Investigation of such matters will usually entail conferring with involved parties and any named or apparent witnesses. In all cases every effort will be made to ensure that the principles of due process of law are afforded to every respondent. In this context, depending on the circumstances, due process includes, but is not limited to, the right to sufficient notice of the claims against the respondent and the opportunity to rebut the allegations of

the complaint before an impartial decision maker. Where investigation confirms that prohibited activity has occurred, the Town will promptly take corrective action.

VIII. Consequences of Engaging in Prohibited Conduct

One of the goals of the Town's Tobacco Free Campus Policy is to encourage employees to voluntarily seek help with tobacco problems. If, however, an individual violates the Policy, the consequences are serious. If an employee violates the Policy, he or she will be subject to disciplinary action up to and including termination and/or mandatory referral to a cessation program. Any discipline issued shall be in accordance with procedures outlined in the employees' relevant collective bargaining agreements or the Town Personnel Rules as applicable. An employee required to enter a cessation program who fails to successfully complete it and/or repeatedly violates the Policy will be terminated from employment. Nothing in this Policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.