



**TOWN OF NORWOOD
PERSONNEL BOARD AND BOARD OF HEALTH**



Public Health
Prevent. Promote. Protect.

P-409 – WORKPLACE SMOKE-FREE POLICY

1. Purpose and Scope

- 1.1 The purpose of this document is to outline some of the statutory and regulatory requirements relative to smoking in the workplace and any other conditions set forth by the Town of Norwood.
- 1.2 This policy, along with other adopted Personnel Policies, may be viewed at www.norwoodma.gov, click Committee/Boards, click Personnel Board, and click Town Personnel Policies.

2. Applicability

- 2.1 This policy applies to all full and part-time compensated positions, including elected and appointed Town officials. Employees whose positions are covered by Civil Service Law or collective bargaining agreement are subject only to those portions of the policy which are not separately regulated by Civil Service Law or by a collective bargaining agreement. Persons employed under individual employment agreements shall follow all of the provisions of this policy.
- 2.2 In addition to this policy, employees of the School Department are also covered under School Committee policies enacted, pursuant to M.G.L. Chapter 71, Section 37H.
- 2.3 This policy is intended to be consistent with any and all applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed to be consistent with the law.

3. Definitions

- 3.1 Please consult the Personnel Definitions Document (#D-100) regarding terms utilized throughout this policy.
- 3.2 **Workplace** – the term “Workplace” refers to any Town of Norwood owned or leased property, a facility where Town business is conducted, or a site where an employee is considered “on-duty”. By law, Town owned or controlled vehicles are included as part of the Workplace.
- 3.3 **Smoking or Smoke** – the lighting of a cigar, cigarette, pipe or other tobacco product or possessing a lighted cigar, cigarette, pipe or other tobacco or non-tobacco product designed to be combusted and/or inhaled.
- 3.4 **Buffer Zone** – the term “Buffer Zone” represents the specified distance an individual covered by this policy must stay clear of a Town workplace or facility when smoking.

