



# TOWN OF ERVING

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ADM-111

## Policy

### No-Smoking Policy

Approved: \_\_\_\_\_

*Select Board Chair, Jacob A. Smith*

Date: October 31, 2022

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#### **.01 Issue Date / Effective Date**

This policy is issued and effective on October 31, 2022.

This policy supersedes the Smoking Policy previously issued on November 23, 2015.

#### **.02 Purpose**

In order to comply with the Massachusetts General Laws and their prohibition against smoking in public places, it is the policy of the Town of Erving that smoking is prohibited in all Town controlled public buildings, Town vehicles, and within fifty (50) feet of the entrance of any Town-controlled public building and recreational facility, such as dugouts, ball fields, courts, and playgrounds. The fifty-foot setback is applicable only to the limits of the Town controlled property.

#### **.03 Posting & Signage**

“No Smoking” notices are posted throughout all buildings in clearly visible locations to emphasize compliance with the “No Smoking” policy. A copy of this policy shall be permanently posted on all bulletin boards in all Town-controlled public buildings.

#### **.04 Enforcement**

Department Heads are responsible for communicating the “No Smoking” policy to their staff and for enforcing the policy in all areas occupied by their individual departments.

#### **.05 Complaint Procedure**

If an individual believes that the “No Smoking” policy is not being enforced in a particular Town department or Town-controlled public building, the individual may submit a complaint (preferably, though not required to be, in writing) to the attention of the appropriate Department Head with a copy of the complaint (if submitted in writing) also sent to the Town Administrator. The Department Head shall investigate the complaint and take corrective action, if appropriate.