



TOWN OF MANCHESTER, CONNECTICUT

EMPLOYEE TOBACCO/VAPE POLICY

The Town of Manchester shall be entirely smoke, tobacco and vape free. This includes smokeless tobacco and the use of electronic nicotine delivery systems or similar devices.

Accordingly, smoking, vaping and use of smokeless tobacco are prohibited in the following areas:

- Within any building, facility or property owned, leased or operated by the Town
- Within any Town owned vehicle or equipment at any time

Employees may only smoke, vape or use tobacco on approved work breaks. Complaints and/or violations of this Policy may be reported to the Human Resources Department. All complaints will be fully investigated. Failure to comply with this Policy may result in discipline.

Employees are afforded access to a Smoking Cessation program through CIGNA. If you are interested or want further information, please call 1-800-300-5125 or go to www.CIGNA.com

This Policy is effective immediately and supersedes all prior policies on this subject and is pursuant to Public Act Number 03-45.

August 2019