

## Chapter 62

### SMOKING

62-01 Policy

62-03 Procedures

62-02 Requirements

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**HISTORY:** Adopted by the Town Board of the Town of Henderson 5-2-1990. Amended 2004

Personnel policies - See Ch. 46.

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#### 62-1 Policy

**In the interest of providing a safe and healthy environment for Town of Henderson employees and visitors, and in accordance with the provisions of state legislation, smoking is prohibited throughout any facility and or vehicle owned and/or operated by the Town of Henderson. Smoking is defined as having a lighted cigarette, pipe or any other smoking material.**

#### 62-2 Procedure

- A. The department heads shall be responsible for the enforcement and compliance with this policy within their department work area.**
- B. It is the department heads responsibility to ensure that their employees are aware of smoking restrictions, resolve conflicts involving smoking and uphold the nonsmokers reasonable objections if problems cannot be resolved.**
- C. Any questions or complaints concerning this policy should be reviewed with the department head. If unresolved, it should be referred in writing to the Henderson Town Board.**
- D. Instances of failure to comply with this policy shall be reported to the Town Supervisor. The Town Supervisor shall keep the Town Board apprised of noncompliance and initiate appropriate corrective action.**