

## **Vose Library Tobacco and Smoke Free Policy**

The Vose Library is dedicated to providing a healthy and productive work environment. As required by law (See 22 M.R.S. §1580-A), it is our policy to provide a smoke- and vape-free workplace, effective February 1, 2022. This policy applies to all employees, patrons, contractors, and visitors. The Workplace Smoking Act of 1985 prohibits smoking within the workplace facility, which includes vehicles used in the course of work, and outdoor or off-site areas where employees, clients, and contractors perform services under the control of the Vose Library. "Smoking" includes carrying or having in one's possession a lighted or heated cigarette, cigar, or pipe or a lighted or heated tobacco or plant product intended for human consumption through inhalation whether natural or synthetic in any manner or in any form. This policy also bans smoking or vaping in all outdoor areas of the workplace property at all times, 365 days per year, 24 hours a day.

This policy is being posted and copies will be available to anyone who requests one. The policy will be supervised by the management of the Vose Library in accordance with Maine State law.

Effective March 7, 2022, smoking or vaping is banned in:

- All locations within the main library building and any outbuildings.
- All outdoor locations including, but not limited to, the nature trail, lawn, parking lots and within vehicles parked on library property.
- All employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons.

Signs detailing the requirements of this policy will be posted at the building entrance and in all buildings that comprise the workplace. In addition, this policy will be included in training manuals and new employee orientation.

The library leadership understands that tobacco is a legal product, and further recognizes that as an employer, this workplace may not require that employees or prospective employees refrain from tobacco use when not at work and will not discriminate against employees who use tobacco outside of employment.

This workplace will promote the use of available tobacco cessation resources, including The Maine QuitLink (MaineQuitLink.com and 1-800-QUIT-NOW) to assist tobacco users who wish to stop their use of tobacco products. The Maine QuitLink provides free, confidential tobacco cessation services.

The success of this policy depends on the courtesy and cooperation of both smokers/vapers and nonsmokers. Everyone is responsible for following and helping to enforce the policy. Problems should be brought to the attention of the library staff. Violations of this policy will be handled through the Patron Behavior Policy.