

**TOWNSHIP OF VERONA  
COUNTY OF ESSEX, NEW JERSEY**



***POLICIES AND PROCEDURES***

Policy Title:	Smoking and Vaping
Policy Reference No:	8-19
Release Date:	25-March-2021
Approved By:	Matthew Cavallo, Township Manager
Authority:	§ 79-1 (C)
Revision History:	1
No. of Pages:	1
Applicability:	All Employees & Volunteers

In accordance with the law of the State of New Jersey, the Township has adopted a tobacco-free policy for all buildings and vehicles. All Township facilities shall be tobacco-free and no employee or visitor will be permitted to smoke (including the use of electronic smoking devices) or utilize smokeless tobacco anywhere in Township buildings and vehicles.

Employees are permitted to smoke or use smokeless tobacco products only outside Township buildings more than fifty (50) feet from exterior doorways and windows of Township property. Such locations cannot cause a safety hazard, and employees shall not congregate in such smoking areas. Residents shall never be required to pass through a smoking area to get to a Township building or event.

An employee leaving the work area to smoke may not leave his or her office unattended. Smoking shall not interfere with the employee's productivity and should be done on the employee's allotted break time as established by the supervisor.

This policy shall be strictly enforced and any employee who violates this policy shall be subject to progressive disciplinary action, up to and including termination.

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Revision No.	Revision Date	Nature of Revision	Approved By
1	25-March-2021	Modified Authority, Release Date, Revision History & Applicability in header	MAC