

CITY OF BOSTON



NO SMOKING POLICY



TO: All Department and Agency Heads
FROM: Vivian Leonard, Director of Human Resources
DATE: March 16, 1998
SUBJECT: NO SMOKING IN CITY BUILDINGS - POLICY

REFERENCES:

- (a) Massachusetts General Laws, Chapter 270, Section 22 (*Smoking in Public Places*)
- (b) Memorandum, *Compliance with the Massachusetts Clean Indoor Air Act*, dated September 3, 1992
- (c) Memorandum, *Boston City Hall Smoking Policy*, dated October 13, 1992 (**Revised March 16, 1998**)

POLICY

It is the policy of the City of Boston, as to be in compliance with Massachusetts General Laws as it pertains to smoking in public places, that NO SMOKING is permitted inside any City-owned or leased building, including buildings owned and or used by the agencies of the City of Boston.

POSTING & SIGNAGE

“No Smoking” notices will be posted throughout all buildings in clearly visible locations, including stairwells, to emphasize compliance with the “No Smoking” policy. A copy of this policy shall be permanently posted on all bulletin boards in all buildings.

DESIGNATED SMOKING AREAS

For the convenience of those employees, guests and visitors to City buildings, designated smoking areas located outside of the building will be designated and marked. Smoking will also be allowed on the 8th and 9th floor outdoor balcony weather permitting. Please do not block the entrances.

ENFORCEMENT

Department Heads will be responsible for communicating the “No Smoking” policy to their staff and for vigorously enforcing the policy in all areas occupied by their individual departments. Within Boston City Hall, implementation of the “No Smoking” policy will be undertaken by the Property Management Department with enforcement by City Hall Security staff. In buildings outside of City Hall, Department Heads shall be responsible for enforcement, working closely with property management personnel, security personnel or the Municipal Police as appropriate.

COMPLAINT PROCEDURE

If an individual feels that the “No Smoking” policy is not being enforced in a particular City agency or building, he or she may direct a complaint (in writing) to the attention of the appropriate Department Head and send one copy to the Chief of Basic Services, and one copy to the Director of Human Resources. The Department Head shall immediately investigate the complaint and take corrective action up to and including discharge where an employee is found to be in violation of this policy.

Thomas M. Menino, Mayor