



CITY OF MELROSE

Human Resources Department

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To: All City of Melrose Employees
From: Human Resources
Date: January 3, 2011 as of 2:45 P.M.
Re: ***Revised Tobacco Policy effective immediately***

Please note that this policy is in effect as of today, January 3, 2011. We thank you for your anticipated cooperation and compliance.

TOBACCO USE POLICY

The City of Melrose is committed to providing a safe and healthy workplace and to promoting the health of its employees and residents. Therefore, use of tobacco products is not allowed inside of or within twenty five (25) feet of all City of Melrose properties. Tobacco products include, but are not limited to, lit cigarettes, lit cigars, lit pipes, chewless tobacco and any other product containing tobacco or tobacco-like products. This policy applies to: public or private buildings occupied by city employees; all city sponsored off-site conferences or meetings; all vehicles owned or leased by the City; all visitors (citizens, contractors and vendors) to city premises; all full-time, part-time and temporary employees.