



TOBACCO PREVENTION AND CONTROL PROGRAM
TOBACCO/NICOTINE RETAIL ESTABLISHMENT
EMPLOYEE AGREEMENT

DO NOT RETURN THIS FORM- PLEASE KEEP IN YOUR FILES. A COPY SHOULD BE AVAILABLE / ACCESSIBLE DURING INSPECTIONS.

EVERY EMPLOYEE IN YOUR ESTABLISHMENT MUST HAVE A SEPARATE SIGNED AGREEMENT ON FILE AT YOUR ESTABLISHMENT - MAKE COPIES AS NEEDED.

The City of Boston *Limiting Tobacco and Nicotine Access by Youth* regulation requires every tobacco and/or nicotine retail establishment employee to read and agree to the following statements.

I understand that Boston City Regulation prohibits the sale of tobacco to persons under twenty-one years of age. Cigarettes, loose or chewing tobacco, snuff, cigars, pipes, e-cigarettes, e-hookah, and e-juice are considered tobacco products. Violation of this law is punishable by fines of up to \$800.00.

The Boston Public Health Commission's Tobacco Control and Prevention Program conducts regular compliance checks to determine if stores are selling tobacco to persons under 21 years of age. Selling tobacco to a person under 21 years of age may result in the suspension or loss of this store's permit to sell tobacco products. In addition, representative from the Food and Drug Administration may also conduct compliance checks of permitted retailers.

By signing this form, I agree to the following:

1. I have read the Boston City Regulation *Limiting Tobacco and Nicotine Access by Youth* and understand its requirements.
2. I understand that it is against the law to sell tobacco and/ or nicotine delivery products to any person under the age of 21.
3. I understand that if a customer requesting tobacco products appears to be under the age of 27, I must ask for identification. If the customer cannot produce a valid I.D, I will not make the sale.
4. I understand that if a young person gives me a form of identification, I must carefully check to determine if he or she is age 21 or older. I must refuse to sell tobacco products to anyone under the age of twenty-one.
5. I understand that if any person of legal age (over 21 years of age) attempts to purchase tobacco and/or nicotine delivery products on behalf of a person under 21 years of age and/or to hand over the product to a person under 21 years of age, I must refuse to sell tobacco products to both individuals.

Employee's Signature and Date

Retail Establishment Manager's Signature and Date

CITY OF BOSTON REGULATIONS REQUIRES COMPLETION OF THIS FORM AND THAT IT WOULD BE KEPT IN YOUR PERSONAL FILE AS PART OF YOUR PERMANENT EMPLOYEE RECORD. A COPY SHOULD BE AVAILABLE / ACCESSIBLE DURING INSPECTIONS.