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Health Division

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EMPLOYEE AGREEMENT

In accordance with Chapter 25, Section 17.6 of the Code of the Town of Morristown

I understand that 1) New Jersey laws concerning tobacco and electronic smoking device sales to underage youth are enforced through unannounced compliance check inspections made by the local health department; 2) Morristown laws restrict the sale of electronic smoking devices in establishments where children and young adults have access; 3) sale is only permitted in those establishments that have a retail electronic smoking device establishment license and who comply with age restrictions; 4) a summons is issued if an illegal sale of tobacco product and/or electronic smoking device to a minor is made; 5) the fine for the first violation is \$1,000.00, the second violation is \$1,500.00 and the third violation is \$2,000; and 6) the Division of Taxation may suspend or, after a second violation, revoke the tobacco retail license (if applicable).

I have received training regarding Morristown's ordinance and New Jersey's laws prohibiting the sale of tobacco, tobacco-related devices, electronic delivery devices or nicotine products to persons under twenty-one (21) years of age by retail counter sales. I understand that tobacco products include cigarettes, cigars, pipe tobacco, chewing tobacco, smokeless tobacco and cigarette papers and electronic smoking devices includes electronic cigarette, electronic cigar, electronic pen, vape pen and electronic hookah devices.

I understand:

- that there are no exceptions to these laws;
- that I must be at least twenty-one (21) years of age to work in an electronic smoking device establishment;
- that I may not permit the entry of anyone under the age of twenty-one (21) into any area of the establishment;
- that I may not sell tobacco, tobacco-related devices, electronic delivery devices or nicotine products to persons under twenty-one (21) years of age; and
- that I may ask for government-issued photographic identification (i.e. driver's license, U.S. Passport) to assure that a person is twenty-one (21) years of age or older.
- this form must be completed by each employee within one (1) week of hire, a copy retained on the premises, and a copy filed with the Morristown Division of Health.

I agree to adhere to the following company policy and procedure:

- I will not permit the entry of anyone under the age of twenty-one (21) into any area of the establishment;
- I will not sell tobacco, tobacco-related devices, electronic delivery devices or nicotine products to anyone under the age of twenty-one (21) including friends;
- I will not sell tobacco, tobacco-related devices, electronic delivery devices or nicotine products to minors who have a permission slip from a parent or other adult twenty-one (21) years of age and older;
- I will not sell tobacco, tobacco-related devices, electronic delivery devices or nicotine products to a minor in the company of an adult who has provided oral or written permission; and
- I understand that it is my responsibility to request government-issued photographic identification from any individual purchasing tobacco, tobacco-related devices, electronic delivery devices or nicotine products who appears to be underage. If there is any doubt about the person's age, I will refuse the sale.

By signing below, I am acknowledging review of the brochure entitled "Employees Need to Know" regarding the sale of tobacco, tobacco-related devices, electronic delivery devices or nicotine products to minors and understand that failure to adhere to store policy could result in disciplinary action. I have also reviewed Town of Morristown, Town Ordinance Chapter 25-17 regulating retail electronic smoking device establishments and state laws governing tobacco and electronic smoking device sales.

Employee Name (Printed)	Employee Signature	Date
Owner/Manager Name (Printed)	Owner/Manager Signature	Date