

Sample Tobacco Free Campus Policy

Policy: Effective [DATE], the use of all tobacco products (cigarettes, cigars, pipes, and smokeless tobacco) is prohibited on all housing authority properties and grounds. This includes all indoor and outdoor areas (apartments, entry areas, walkways, grassed areas, picnic areas, parking lots, vehicles owned by the housing authority and private vehicles parked on housing authority property).

This policy applies to all employees, visitors, residents, subcontractors, volunteers, and vendors.

Exception: Current residents who use tobacco products that have entered into a lease agreement prior to [DATE] will be permitted to continue to use tobacco products in their apartments for twelve months after the effective tobacco free policy is in effect. Therefore, on [DATE], all housing sites will be tobacco free and at that time all smokers will need to adhere to the set policy. This exception shall not extend to visitors or anyone other than the lease holder/occupant.

Purpose: Tobacco is the single greatest cause of disease and premature death in the United States. Our mission is to provide a safe and healthy living environment; therefore it is our responsibility to provide those surroundings, provide resources and model behavior that discourages the use of all tobacco products.

Responsibility: It is the responsibility of [DEVELOPMENT NAME] staff to educate residents and visitors about the tobacco free policy. Signage and printed material will be available for visitors at the main entrances at each of the housing complexes.

It is the responsibility of supervisors to educate their employees about this policy. Violation of this policy will be treated like any other policy infraction as stated in the employee handbook.

It is the responsibility of housing managers to educate new residents about this policy. Violation of this policy will be treated like any other violation of lease.

All individuals associated with the housing authority (employees and residents) have a responsibility to promote this policy and ensure that all visitors, vendors, subcontractors, new residents and fellow employees are aware the housing authority maintains a tobacco free campus. New residents, visitors, vendors and subcontractors will be reminded of it and asked to adhere to the policy by any housing authority staff.

Cessation Resources:

All employees and residents will be offered information regarding cessation programs and provided with access to tools to assist them in quitting if they so choose, including how to contact the Maine Tobacco HelpLine.

Effective Date:

Approved: _____

Approved: _____