


Category:	Workplace	INCA Community Services Personnel Policy 
Sub Category:	Health and Safety	
Effective Date:		
Revised Date:	08/2012 , 1/2019	
References:	HSPS 1304.53 a 8	
Responsible: Supervisor		

Tobacco and Vape Free Environment

Purpose/Introduction

Due to the acknowledged hazards arising from the use of tobacco and vaping products; it is the policy of INCA Community Services to provide a tobacco and vape free environment for all employees, program participants, and visitors.

Policy

- The use of any tobacco or vaping products shall be prohibited on any and all properties owned, used or contracted for use by INCA Community Services, including but not limited to all buildings, land and vehicles owned. This includes parking lots.
- In recognition of the importance of modeling healthy behaviors, tobacco and vape usage is prohibited in any area (on-site or off-site) that is within sight of Head Start participants.
- The policy remains in force at all times, 24 hours a day, seven days a week.
- There will be no tobacco or vape use at any off property worksite-sponsored meetings or events.

Procedure

- Employees, program participants, volunteers, visitors and vendors will be informed of this policy through signs posted in facilities and agency owned vehicles.
- The agency will assist employees and program participants who wish to quit smoking by facilitating access to recommended smoking cessation programs and materials.
- Human Resources include this policy in new employee orientation and inform all candidates for position of policy.
- Any violations of this policy will be handled through the standard disciplinary procedure.

Definitions

For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, clove cigarette, e-cigarettes, orbs, sticks and any other smoking product, spit tobacco, also known as smokeless, dip chew, snuff, in any form. "Vaping" refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.