

## **BHA SMOKE-FREE POLICY**

Adopted: 1/7/16

Effective : 1/1/17

**Purpose:** The purpose of the Smoke-Free Policy is to mitigate the irritation and health effects of secondhand smoke at The Billerica Housing Authority's 13 River Street development.

**Definitions of Smoking:** Smoking is defined as inhaling, exhaling, breathing, or carrying or possessing any lighted cigar, cigarette, pipe, other tobacco product or other lighted product in any manner or in any form. This definition, while not specific, covers marijuana and e-cigarettes.

**Definition of a Smoke Free Area:** Smoking is prohibited in all living units and interior areas, including but not limited to bathrooms, lobbies, hallways, stairways, management offices, community rooms and porches. Smoking is not allowed within 25 feet of all BHA buildings.

**Lease Enforcement of the Smoke-Free Policy:** A violation of the Smoke-Free Policy shall be considered a breach of the lease and shall give the BHA all of the enforcement rights contained in the lease.

**Promotion of the Smoke-Free Policy:** The BHA shall post no-smoking signs, promote the policy as appropriate in meetings and discussions with residents and enforce compliance with the policy. Residents are expected to comply with the policy as they would any section of the lease.

### **Enforcement Plan:**

#### **1<sup>st</sup> Violation**

- Verbal warning and reminder reiterating the Smoke-Free Policy.

#### **2<sup>nd</sup> Violation**

- Warning/reminder letter reiterating the Smoke-Free Policy and advising the resident of further consequences.

### 3<sup>rd</sup> Violation

- Informal conference request. The resident will receive a request for a conference with the Executive Director.

### 4<sup>th</sup> Violation

- A notice of possible lease violation and informal conference with the Executive Director.

Once a resident has incurred a fourth violation, legal action may be taken for a violation. Where feasible, legal action may be resolved or avoided by agreement.

At each stage in the enforcement plan, the Executive Director will remind residents about the opportunity to participate in cessation programs, and the availability of outdoor designated smoking areas (if available). This policy does NOT mean that smokers need to quit smoking or move. Smokers are welcome to remain. Smokers just need to smoke elsewhere.

This policy applies not only to BHA residents but also to guests, visitors, visiting nurses, home health aides, vendors, contractors, and BHA employees