

Hawkeye Area Community Action Program, Inc.	Policy # 250
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Smoke Free (Pro-Children Act 1994)	Effective: October 23, 2003
	Revised: September 22, 2016
APPROVED BY: Board of Directors	

Policy Statement

HACAP has adopted a smoke-free policy that will comply with the Pro-Children Act of 1994, prohibiting smoking in or on any non-residential living unit and property that is owned and/or controlled by HACAP. This prohibits smoking by staff and volunteers while:

1. On field trips with children or client groups.
2. In agency vehicles at any time.
3. In private vehicles on agency business when other staff, volunteers, or clients are present.
4. In homes of clients or on their property.
5. At any other non-HACAP location that is within 20 feet of an entrance to HACAP owned or controlled area.
6. At any non-HACAP location that is in the line of sight of children.
7. At any off-site location within 100 feet of HACAP child activity area.

HACAP supervisory staff will begin enforcing this policy on October 27, 2003. HACAP will assist staff who wishes to quit smoking by facilitating access to recommended smoking cessation programs and materials.

The following questions have already been posed:

1. Can I go out to my car and smoke on my break?

Yes, as long as it is on a scheduled break, the car is not in a HACAP controlled parking lot, the car is at least 20 feet from the entrance to a HACAP property, a 100 feet from a children's activity area, and out of the line of sight of children.

2. Can I leave the area/building on my break to smoke?

Yes, as long as it is on a scheduled break and you return to your work station on time. Again the rules about HACAP property, 20 feet from an entrance, 100 feet from a child activity area, and out of sight of children would apply.

3. If HACAP shares a property with another organization that allows smoking, can I go to their area to smoke?

Yes with their approval, as long as it is 20 feet from an entrance used by HACAP, 100 feet from a HACAP child activity area, and out of the line of sight of children.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.