

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 250</b>
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<b>Smoke Free (Pro-Children Act 1994)</b>	<b>Effective: October 23, 2003</b>
	<b>Revised: May 25, 2023</b>
<b>APPROVED BY: HACAP Board of Directors</b>	

### **Policy Statement**

HACAP has a smoke-free policy that will comply with the Pro-Children Act of 1994. Tobacco use is prohibited in or on any non-residential living unit and property that is owned and/or controlled by HACAP. This prohibits smoking or the use of tobacco 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 will provide resources at the request of an employee who wishes to discontinue tobacco use.

### **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.