

Hawkeye Area Community Action Program, Inc.	Policy # 250
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Smoke and Tobacco Free Environment	Effective: October 23, 2003
	Revised: April 24, 2024
APPROVED BY: HACAP Board of Directors	

Policy Statement

HACAP has a tobacco and nicotine free policy that will comply with the Smoke Free Pro-Children Act of 1994. Tobacco and nicotine use is prohibited on all property that is owned and/or controlled by HACAP with the only exception being in an individual residential living unit used in HACAP's Housing Program.

Standard Operating Procedure

The use of tobacco and nicotine products is strictly prohibited throughout Agency owned, leased, or rented facilities and grounds, including entrances, sidewalks, parking lots, vehicles and equipment. The only exception is for a tenant residing in an Agency owned or managed living unit that is part of HACAP's Housing Program.

Use of tobacco and nicotine products in personal vehicles while parked in Agency owned/controlled parking lots is prohibited. Tobacco and nicotine products include but are not limited to are: cigarettes, cigars, chewing tobacco, pipe, electronic cigarettes, and vaping devices. This requirement extends to all HACAP team members, volunteers, vendors, and visitors.

HACAP will provide resources on a smoking/tobacco cessation program if requested by a team member.

HACAP team members, volunteers, and providers are prohibited from wearing clothing that smells of smoke/tobacco while working with children.

Violations of this policy may lead to disciplinary action.

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.