

April 27, 2016

Policy Change for Columbus Housing Authority

## **Smoke-Free Housing**

As recommended in PIH Notice 2012-25, CHA will make **ALL** public housing units, buildings and vehicles Smoke-Free effective July 1, 2017. **Smoking will be prohibited (not allowed) inside units, buildings, within 25 feet of all housing authority buildings, apartments and in company vehicles** by residents, their guests, CHA employees, contractors and visitors while on housing authority premises.

The lease will be modified to include this policy and failure to adhere to this policy could result in lease violation citations and/or eviction for residents and termination for employees and contractors. Individuals seeking help with Smoking Cessation should contact 800-QUIT-NOW (800-784-8669). CHA's Annual Plan has been modified to reflect this change in Policy.

## **Add to Lease**

*To comply with the Smoke-Free Policy established by CHA. Smoking inside any public housing unit, building, vehicles or within 25 feet of buildings or units will result in a lease violation citation and possible eviction for tenants and disciplinary actions for employees.*

## **Enforcement**

### **Residents:**

All residents, CHA Employees have a responsibility to notify management if someone is smoking in prohibited places. When complaints are received about violations involving the smoke free policy, the head of household is contacted and reminded about the policy.

First offense-A verbal warning is issued and the case file will be documented. Cessation information and counseling provided.

Second offense-written warning issued. File documented and both cessation information and counseling provided.

Third offense- final written and verbal warnings issued. Case file will be documented. Cessation information and counseling provided.

Fourth violation-will be grounds for lease termination.

### **Employees:**

**ALL CHA Employees** have a responsibility to adhere to the smoke free policy. When complaints are received about violations involving the smoke free policy, the alleged employee

will be contacted and reminded about the policy. A verbal warning is issued and the Personnel file will be documented. Cessation information will also be provided.

Second offense -written warning. Personnel file documented and cessation information provided.

Third offense- final written and verbal warnings issued. Personnel file will be documented. Cessation information provided.

Fourth violations of smoke free policy will result in termination of employment.