



## **Tobacco Free Environment Policy**

*Effective May 15, 2015*

### Background

First 5 Butte County is funded by Proposition 10, the California Children and Families First Act, which taxes tobacco products. Discouraging tobacco use among parents, pregnant women, and those who live with young children is a key objective of the Act.

Tobacco products prohibited for the purpose of this policy include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

“Smoking” includes carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment. “Vaping” includes carrying a lighted Electronic Nicotine Delivery Device (ENDD) or e-cigarettes.

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

### Policy

All First 5 Butte County Contractors shall agree to the following:

- A. Contractor agrees to maintain a work environment free of all above listed tobacco products, including outside area on contractor property, within a reasonable distance of exits, entrances, windows, and air intakes of contractor’s buildings.
- B. Contractor agrees to comply with applicable federal, state, county, and local ordinances and codes, including AB -13 and the State of California Labor Code Section 6404.5 (California Work Place Smoking Restrictions).
- C. Contractor agrees not to accept any funds from a tobacco company, its subsidiaries, or parent company, including in-kind donations and event sponsorships; nor any funds from agencies that are sponsored by or receive donations from a tobacco company, its subsidiaries, or parent company.
- D. Contractor agrees to have a Tobacco Free Environment policy (see sample, Appendix D) that complies with the requirements of the Commission, and submit a signed Tobacco Free Environment Policy Certification (Appendix E).
- E. Contractor agrees to have tobacco education and cessation materials visibly available and accessible to staff and clients participating in agency activities.

## Tobacco Free Environment Policy

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Name of Agency, Program

\_\_\_\_\_ acknowledges the hazards arising from the use of tobacco products and the serious health risk associated with exposure to secondhand smoke.

\_\_\_\_\_ supports the goal of Proposition 10, that tax collected under the Proposition will be used in part to reduce the harm caused by tobacco use, especially to pregnant women and children. In addition to complying with all federal, state and local tobacco laws, our comprehensive tobacco policy includes the following:

\_\_\_\_\_ provides an environment free of all tobacco products as listed above in all agency facilities, agency vehicles, outdoor community areas or playgrounds, and any area where children are present.

The use of any tobacco products as listed above is not allowed within 20 feet of all building openings including doorways, windows, and air and ventilation intake systems of the agency.

The use of any tobacco products as listed above by staff, clients and visitors is only allowed in designated outdoor smoking areas that meet fire code, state and local laws, ordinances or other regulations. Designated areas for tobacco use are for adults only and are out of sight of children.

Information about this policy and enforcement procedures is clearly communicated by agency administrators to staff, parents, and/or clients of the program.

- “No Smoking” and “No Vaping” signs are posted where appropriate.
- Staff and agency clients are educated regarding designated smoking areas.
- Violation of our Tobacco-Free Environment policy may be cause for employee termination.
- Staff complaints regarding tobacco product violations may be made anonymously to the Butte County Department of Public Health, Tobacco Complaint Hotline 1-800-641-0015 or (530) 538-2075

\_\_\_\_\_ will have tobacco education and cessation materials visibly available and accessible to staff and clients participating in activities provided by our agency.

Our agency and its employees have no current business association or relationship with the tobacco industry, and further agree to neither accept nor solicit financial contributions, sponsorships, gifts, or services from any tobacco company, executive, or tobacco-related function.

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Appendix E

## **Tobacco Free Environment Policy Certification**

### **General Statement of Policy**

It shall be a violation of this policy for any employee, administrator, or clients and visitors of the AGENCY NAME to use tobacco or tobacco-related devices in our facility, on our premises, or in our vehicles. This prohibition includes all AGENCY NAME property and, to the extent possible, all events sponsored by AGENCY NAME.

AGENCY NAME will act to enforce this policy and to discipline or take appropriate action against any employee or administrator who is found to have violated this policy. Furthermore, AGENCY NAME will inform all clients and visitors of the policy verbally and by posting the policy in a location(s) visible to all. "No Smoking" and "No Vaping" signs will also be utilized to communicate to clients and visitors that the premises of AGENCY NAME are tobacco and vaping-free.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title