

## **TOBACCO-FREE ENVIRONMENT POLICY**

### **I. PURPOSE**

To establish a policy that ensures the elimination of exposure to tobacco smoke by children, staff and parents in the agency.

Passive smoking or environmental tobacco smoking (ETS), one of the most harmful indoor air pollutants, comes from exposure to the smoke given off by burning cigarettes, cigars and pipes and the smoke exhaled by someone who is smoking.

In 1994 a new law was enacted called the Pro-Children Act, which prohibits smoking in any indoor facility or portion thereof owned or leased or contracted for the provision of regular or routine early childhood development services or for the use of the employees who provide such services.

### **II. PROCEDURES**

- A. Smoking and smokeless tobacco will be prohibited at all times in all space utilized by the program. This includes classrooms, clinics, staff offices, kitchens, restrooms, parent and staff meeting rooms (used in the evening as well as during the day), hallways, outdoor play areas, and vehicles used for transporting staff and children.
- B. Staff and parents will refrain from smoking when agency activities are taking place (i.e. field trips, neighborhood walks, and other group activities). Parents and staff should recognize that they serve as role models for the children and should not smoke in front of them. This does not extend to parents who smoke in their own homes during the provision of home visits.
- C. Educational and wellness activities for adults and inclusion of developmentally appropriate activities in health education for children will be offered.
- D. At sites where the program shares the building with other occupants, a plan will be developed to reduce children's exposure to smoke from other sources in the building. Traffic patterns will be altered for entering and exiting the building and a "smoke-free zone" around the site will be developed.
- E. Acceptance of sponsorships, gifts, direct funding, or anything else of value from any tobacco manufacturer, distributor, or other tobacco-related entity is prohibited.
- F. Tobacco advertising on any agency premises, sponsored activities and in publications is prohibited.
- G. Tobacco related clothing, gear or paraphernalia on premises and at sponsored activities is prohibited.

Any violation of this smoke-free environment policy will result in appropriate corrective action, up to and including reprimand and termination of employment. The appropriate level of discipline to be administered to the employee shall be established by the supervisor with approval of the Executive Director after consideration of the seriousness of the violation by the employee and the employee's employment record. The levels of discipline shall include those listed under UMCHS Personnel Policies, Section VIII, and Grounds for Disciplinary Action/Termination.