

Tippecanoe County Council On Aging, Inc.
Smoke Free Policy

Approved by: Tippecanoe County Council On Aging, Inc. Board of Directors

Approval date: April 21, 2008

To protect and enhance our indoor air quality and to contribute to the health and well-being of all employees, volunteers, participants and visitors, Tippecanoe County Council On Aging shall be entirely smoke free. This policy is intended to eliminate the potential for exposure to secondhand smoke.

Smoking is prohibited in all of the enclosed areas in all facilities and vehicles operated by the Tippecanoe County Council On Aging.

The only designated smoking area is: North side of Jenks Rest Building under the overhang; towards the front of the building near the dumpster, not towards the back near the back door. People must be able to enter the rear door without walking through secondhand smoke.

No one may smoke along any path way or walk way leading to or from the designated smoking area, nor may employee, volunteer, participant or visitor smoke outdoors in any of the grassy areas, public patios or the parking lots.

As representative of the agency when driving in the community or loading passengers to and from vehicles and/or destinations, drivers may not smoke in the pathway of anyone where riders or the public are subjected to smoke they must walk through. Drivers will only smoke during designated smoking breaks in designated public smoking areas as agreed upon with the Transportation Manager and/or Executive Director.

Additionally, employees, volunteers, participants and guests may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking employees, volunteers, participants and visitors are subjected to smoke that they must walk through to reach their vehicle or any other destination on the premises.

While TCCA makes a designated smoking area available to smokers, it in no way has any legal responsibility to do so. Smokers who choose to use these smoking areas do so at their own risk. No additional breaks are allowed to any employee who smokes.

Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees, volunteers, participants and visitors.

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Signage

TCCA will post signs about this policy appropriately in all facilities and vehicles. Additional information can be printed from the website (www.tippecanoeseniors.org) and shared with anyone who has questions about this policy. All or portions of this policy will be included in the Senior Center Information Packet and Care-A-Van Rider Booklet.

Enforcement

Employees who fail to comply with all of the components of this policy will result in disciplinary action that can lead up to and include employment termination.

Volunteers, participants and visitors who violate the no smoking policy should be reminded of the policy and asked to comply by putting out the lighted tobacco product. If a volunteer, participant or visitor refuses to comply with the policy, the appropriate program manager should be contacted. The Manager should follow up with the volunteer, participant or visitor regarding the policy. If this does not resolve the problem, the Executive Director should be contacted.

Procedures

All Managers will work to establish procedures that include identification of employees responsible for understanding the policy, being able to educate volunteers, participants and visitors and assisting in enforcement, as needed. The Executive Director will assist managers in developing procedures.