

Housing Authority of Covington (HAC)
Take it Outside
Smoke-Free Housing Policy

Smoke-Free Policy

1. Effective on July 1, 2014 smoking is not permitted anywhere inside any HAC owned or managed building. This includes, but is not limited to, individual living spaces, all common areas, hallways, stairs, elevators, restrooms, and any other enclosed area.
2. This policy applies to every tenant and employee of the Housing Authority of Covington including every member of a tenant's household, their guests and persons under their control. Persons under the control of the tenant and household members are persons permitted by them to enter the leased premises. The tenant has an affirmative duty to enforce this policy and eject any person who persists in smoking in the leased premises.
3. Failure of any resident to follow the smoke-free policy will be considered a lease violation and treated as such under the original terms of the lease. Repeated lease violations for smoking inside the leased premises may result in termination of the resident's lease.
4. **"No smoking"** signs will be posted as appropriate.
5. If a resident smells tobacco smoke in any place in the building(s), they will report this to the property management staff as soon as possible.
6. Outdoor smoking will be allowed in areas designated by HAC.
7. Operations/Property Management staff will enforce the smoke-free policy.
8. Upon adoption of the policy, all new and current residents will be given a copy of this smoke-free policy.
9. Upon adoption of the policy, all new and current residents will sign the Smoke-Free Housing Lease Agreement Addendum. A signed copy will be placed in the resident's file and a copy given to the resident.

Definitions:

1. Smoking tobacco products: inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe; including but not limited to cigarettes, cigars, pipes, water pipes (hookah), and electronic cigarettes.
2. "Resident" means living in, or staying in a HAC owned or managed property.
3. "Guest" means anyone visiting in a HAC owned or managed property.
4. "Employee" means manager, owner, representative, or worker of the HAC.
5. "Outside areas" means any area outside the HAC owned building but within the property lines.

This policy is effective on July 1, 2014.

Signature:

Date

Witnessed by:

Date

Housing Authority Staff