

Written: 02/15/2018	Policy	Tobacco Free Policy
Approved: 04/26/2018		Dept.: All
Reviewed/Revised: 04/26/2018		Written By: HR Department

**Policy:**

The Area Agency on Aging, Inc. is committed to providing a safe and healthy environment for our staff and clients. In keeping with this philosophy, the company maintains a tobacco-free work environment. This policy also applies to any visitors or vendors on Area Agency on Aging, Inc. property.

**Procedure:**

Smoking and/or the use of tobacco is not permitted anywhere on Area Agency on Aging, Inc. property at any time. This policy also prohibits vaping and the use of e-cigarettes, e-cigars, e-hookahs and e-pipes anywhere that tobacco smoking is prohibited.

The definition of Area Agency on Aging, Inc. property for the purpose of this policy includes all land, buildings, structures, parking lots and means of transportation owned by or leased to Area Agency on Aging, Inc. and any area, including client property where a staff member is engaged in company business.

Failure to comply with this policy may lead to disciplinary action up to and including termination.