



## POLICIES AND PROCEDURES

<b>SECTION:</b> Administration	<b>POLICY #:</b> ADM-20	<b>PAGE</b> 01 of 04
<b>TITLE:</b> Tobacco Free Workplace	<b>EFFECTIVE DATE:</b> October 1, 2014	
<b>REPLACES:</b> N/A		

**DISTRIBUTION: CAREERSOURCE CITRUS LEVY MARION STAFF, SERVICE PROVIDERS, PARTNERS, AND CUSTOMERS**

### **I. PURPOSE**

The purpose of this policy is to institute CareerSource Citrus Levy Marion’s (CareerSource CLM) Tobacco Free Workplace policy.

Studies have found that tobacco use is a major contributor to and cause of significant health hazards. Tobacco smoke is a major contributor to indoor air pollution and cause of diseases related to Environmental Tobacco Smoke (ETS). The Americans with Disabilities Act, which requires that persons with disabilities have access to public places and workplaces, deems impaired respiratory function to be a disability. It is CareerSource CLM’s responsibility to provide and promote a healthy workplace for all employees and customers.

### **II. DEFINITIONS**

Terms that will appear throughout this policy are defined below:

- A. Property:** Any building or structure, facility, parking lot, land or acreage owned, operated leased and/or controlled by CareerSource CLM.
- B. Free Standing Property:** Any and all properties and associated facilities that are owned, operated, leased and/or controlled by CareerSource CLM to include all buildings, walkways, parking lots and grounds of said properties and do not share common grounds, common parking facilities and connecting walls with other offices, buildings or entities and are not considered to be a specific unit within a greater development complex.

The current CareerSource CLM properties considered to be free standing are (1) the Marion County Career Center located at 2703 NE 14<sup>th</sup> Street in Ocala; and (2) the Levy County Career Center located at 109 NW 3<sup>rd</sup> Avenue in Chiefland.

**C. Attached/Semi-Attached Property:** Any and all properties and associated facilities that are owned, operated, leased and/or controlled by CareerSource CLM to include all buildings, walkways, parking lots and grounds other than those considered to be common amenities, grounds, parking areas, walkways and or easements with adjacent structures that are controlled by entities other than CareerSource CLM.

The current CareerSource CLM property that is considered to be attached/semi-attached is the Citrus County Career Center located at 683 S. Adolph Point in Lecanto.

**D. Tobacco/Tobacco Products:** All forms of tobacco, including but not limited to: cigarettes, pipes, water pipes, hookahs, cigars and smokeless tobacco products and any other tobacco or plant product intended for inhalation. This term shall also include all electronic devices used to purposefully mimic the act of smoking by vaporizing liquids containing nicotine to be inhaled by the user. These are commonly referred to as 'electronic cigarettes' or 'e-cigarettes'.

### **III. POLICY**

#### **A. Free Standing Properties:**

1. The use of tobacco in any form shall be prohibited at all CareerSource CLM free standing properties.
2. Tobacco use shall be prohibited in all personal vehicles on CareerSource CLM properties
3. All staff, customers, contractors, vendors or anyone considered a visitor are required to abide by this policy.

#### **B. Attached/Semi-Attached Properties:**

1. Tobacco use shall be prohibited in all buildings and on any grounds, parking lots, walkways, standing areas, doorways, or facilities or amenities that are considered to be controlled solely by CareerSource CLM by means of a contractual rental or lease agreement.
2. Tobacco use may only occur in specified areas as designated by the controlling agent of the property outside of any areas controlled by CareerSource CLM by means of a contractual rental or lease agreement OR in those areas as deemed acceptable by other property leases or tenants in areas in which they have control to set individual tobacco use policy.
3. All staff, customers, contractors, vendors or anyone considered a visitor are required to abide by this policy.

### **C. All Properties:**

1. Tobacco materials must be properly disposed of prior to entrance into or onto any CareerSource CLM controlled property including any tobacco products used inside enclosed vehicles.
2. The sale or distribution of any tobacco products or other plant product intended for inhalation is strictly prohibited.

## **IV. COMPLIANCE AND ENFORCEMENT**

- A.** The Tobacco Free Workplace policy will be prominently displayed through signage at all CareerSource CLM locations, clearly displayed on the company website and may also be broadcast through various press releases, public service announcements, customer materials and other suitable documents and/or marketing materials.
- B.** It is the responsibility of all staff members to politely and respectfully remind staff, customers, vendors, contractors and all other visitors who are using tobacco products in violation of this policy about CareerSource CLM's tobacco free workplace policy.
- C.** Those refusing to adhere to this policy or identified as habitual offenders may be asked to leave the property immediately. Law enforcement involvement may be required to remove individuals from CareerSource CLM property or to issue trespass warnings when appropriate.
- D.** Building management or senior management should be alerted of anyone refusing to adhere to this policy or habitual offenders. It is the role of senior level staff to be involved in the request of any individuals to vacate CareerSource CLM property or the involvement of law enforcement officials.

## **V. IMPLEMENTATION**

CareerSource CLM will use a multi-step process to 'phase in' the Tobacco Free Workplace policy:

### **A. September 1 through October 30, 2014 – Education and Support**

1. Alerting all staff, customers, vendors, contractors and visitors of the Tobacco Free Workplace policy
2. Clearly broadcasting the policy through print and digital media
3. Installation of signage at all CareerSource CLM properties
4. Begin offering tobacco cessation assistance through Tobacco Free Florida partnership

### **B. November 1, through December 31, 2014 – Implementation**

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, call 1-800-434-5627 ext. 7878 or e-mail [accommodations@careersourceclm.com](mailto:accommodations@careersourceclm.com) three business days in advance. CareerSource Florida Member.

1. Begin reminding tobacco users of the Tobacco Free Workplace policy when they are seen in violation on any CareerSource CLM property
2. Removal of all ash cans
3. Continue offering tobacco cessation assistance through Tobacco Free Florida partnership

**C. January 1, 2015 – Enforcement**

1. Continued enforcement of the policy by verbally reminding all violators that use of tobacco products on CareerSource CLM properties is a direct policy violation
2. Continue offering tobacco cessation assistance through Tobacco Free Florida partnership

**OFFICIAL SIGNATURE**

**THOMAS E. SKINNER, JR.**  
**Chief Executive Officer**

<b>COO COORD:</b>          
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