

While it is not the intent of the **Sault Ste. Marie Housing Commission** to take issue with the smoking preferences of individuals, smoking in the workplace is a matter of continuing concern to employees and visitors. As such, smoking by employees is not permitted in any facility or vehicle owned, operated, or under the control of the **Sault Ste. Marie Housing Commission** OR within 25 feet of any public housing or **Sault Ste. Marie Housing Commission** owned structures.

## **Sault Ste. Marie Housing Commission No Smoking/Tobacco & Burn Policy**

As required by HUD, the Sault Ste. Marie Housing Commission is hereby adopting a policy to forbid smoking or use of tobacco products and lit candles in all of its structures and **within 25 feet** of a Sault Ste. Marie Housing Commission owned structure. It does not prohibit smoking or use of tobacco products by public housing residents. It just states where they cannot smoke or use tobacco or use candles in the dwelling units. By HUD regulations all Public Housing must be smoke free by **July 30, 2018.**

### **A. PURPOSE:**

This policy was developed to:

1. Protect tenants from the medical hazards of second hand smoke;
2. Protect lives and property from fires due to smoking accidents and unattended candles;  
and
3. Reduce turnover costs associated with smoke damage in our residential units.

### **B. DEFINITIONS:**

**Prohibited tobacco products and lit candles.** Items that involve the ignition and burning of tobacco leaves, such as (but not limited to) store bought or hand-rolled cigarettes, cigars, and pipes. This includes water pipes and/or hookahs.

**Restricted areas.** Smoking/tobacco and candles are not allowed in any public housing living units and other interior areas. Interior areas include, but are not limited to, hallways, rental, and administrative offices, maintenance facilities, community centers, day care facilities, laundry facilities, and similar structures. Smoking/tobacco is also prohibited **within 25 feet** of public housing and other Sault Ste. Marie Housing Commission owned structures.

**Covered individuals.** This policy covers not only everyone living on the property, but also all guests and visitors. Each resident is responsible for his or her guests or visitors. Violations of this policy by an aide, guest or visitor will be considered to have been made by the resident(s) head of household.

### **C. THE POLICY:**

Beginning **April 1, 2018**, no tobacco products or lit candles will be allowed in or on the Sault Ste. Marie Housing Commission (all public housing living units and other interior areas. Interior areas include, but are not limited to, hallways, rental, and administrative offices, maintenance facilities, community centers, day care facilities, laundry facilities, and similar structures. Smoking/tobacco is also prohibited **within 25 feet** of public housing and other Sault Ste. Marie Housing Commission owned structures). Residents, aides, visitors, and guests are all covered by this policy. Any costs incurred by the Sault Ste. Marie Housing Commission due to a violation of this policy by a resident, an aide, visitor, or guest shall become the financial obligation of the resident.

### **D. PHASE-IN PERIOD:**

All residents will need to sign a new lease or lease addenda incorporating this policy into the lease and sign a form attached to the end of this acknowledging their understanding of the No Smoking/tobacco & Candles Policy by **April 1, 2018**.

While the policy takes effect **July 1, 2018**, the Sault Ste. Marie Housing Commission urges its smoking/tobacco residents to begin their transition to a smoke-free life as soon as possible. The Sault Ste. Marie Housing Commission recognizes that quitting smoking/tobacco is a difficult task and urges its residents to give themselves as much time as possible to make the transition.

Residents living in the property when this policy is adopted, have time to make the transition until **July 1, 2018**. This will not be the case for smokers admitted after the effective date of this policy. The fact that one smokes is not a valid reason for rejecting an applicant for public housing. However, smokers admitted after the effective date of this policy are expected to comply with the policy immediately upon their admission to public housing.

### **E. REASONABLE ACCOMMODATION REQUESTS:**

An addiction to nicotine or smoking/tobacco is not a disability.

### **F. PENALTIES FOR VIOLATING THIS POLICY:**

If a resident, aide, visitor or guest violates this policy the following penalties shall be enforced:

First Offense	Verbal/Written Warning
Second Offense	\$100 fine
Third Offense	\$250 fine
Fourth Offense	Notice to Quit (Eviction)

All penalties assessed against a resident will be documented in the resident's file.

**G. DISCLAIMER:**

The Sault Ste. Marie Housing Commission’s adoption of this policy does not change the standard of care it has for the dwelling units or common areas. The Sault Ste. Marie Housing Commission specifically disclaims any implied or express warranties concerning the air quality in either the dwelling units or common area. There is no warranty or promise that the air will be smoke free.

**Sault Ste. Marie Housing Commission**

I, \_\_\_\_\_, acknowledge receipt of a copy of the Sault Ste. Marie Housing Commission’s No Smoking/Tobacco & Burn Policy and the fact that it has been explained to me. I have read the policy and understand that the violation of the policy can lead to me and my family’s eviction from the property.

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Date

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The Michigan Tobacco Quitline offers FREE support and resources to help Michigan residents quit using tobacco. In addition to telephone coaching and nicotine replacement therapy, the Quitline offers tips and motivational emails/ texts, an online quit program, and even a mobile app. Pick one, some, or all these tools to help you quit.

Call 1-800-QUIT-NOW (748-8669) and speak with one of the helpful coaches today! There is no pressure to enroll. They can answer questions about the program and help you put together a quit plan and stick to it! Or enroll online at <https://michigan.quitlogix.org/enrollment/default.aspx>



The graphic is a rectangular advertisement with a white background on the left and a blue background on the right. The text is arranged as follows:

- Top left: "You can **Quit!** We can help!" in blue font.
- Bottom left: "1-800-480-QUIT" in large blue font, with "1-800-480-7848" in smaller blue font below it.
- Bottom left: "Funded by the Michigan Department of Community Health" in small black font.
- Right side (blue background): "Free!" in white script font inside a white oval, followed by four white dots. Below this is "Michigan TOBACCO QuitLine" in white font, with "TOBACCO" in all caps and "QuitLine" in title case.
- Bottom right: A decorative pattern of white dots on a blue background.