



Tobacco-Free Environment

POLICY

Lancaster County Solid Waste Management Authority (LCSWMA) is a tobacco-free organization. Specifically, this means that tobacco of all types, including but not limited to, cigarettes, pipes, cigars, electronic cigarettes, snuff, chew, etc. is prohibited. This includes inside all LCSWMA-owned facilities, as well as outside on the grounds and parking lots, and inside LCSWMA-owned or leased vehicles and personal vehicles on LCSWMA property. It also includes the elimination of any previously designated tobacco use areas on all LCSWMA properties.

SCOPE

This policy applies to all employees, customers, visitors, vendors, contractors, construction workers, and the general public while present in all buildings and on all properties owned by LCSWMA. Specifically:

- a. Use of tobacco products is prohibited on all property, grounds, parking lots, and sidewalks on LCSWMA-owned properties.
- b. No sales of tobacco or tobacco-related products will be allowed on LCSWMA properties.
- c. Use of tobacco products is prohibited in LCSWMA owned vehicles.
- d. Use of tobacco products is prohibited in personal vehicles while on LCSWMA property.

PURPOSE

LCSWMA is dedicated to providing a healthful, comfortable, and productive environment for all of its employees, as well as customers, visitors, vendors, contractors, construction workers, and general public. We believe that tobacco use is harmful to the health of the user and to the health of those who may be affected by secondary smoke. To promote our commitment, LCSWMA entities will be tobacco-free environments contributing to a clean air environment while employees, customers, visitors, vendors, contractors, construction workers, and general public are within that environment. The success of this policy will depend on the consideration and cooperation of all employees, customers, visitors, vendors, contractors, construction workers, and general public.



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EXTERNAL PROCEDURES

Customers, vendors, contractors, and construction workers:

- a. Customers are informed of LCSWMA's tobacco-free environment policy through the Rules and Regulations. Contractors, vendors, and construction workers are informed of the policy in bid documents as well as in the contract agreement and during on-site (EMS) orientation at the beginning of the contract.
- b. No Smoking and Tobacco-Free Environment signs are posted in public areas.
- c. Customers, vendors, contractors, and construction workers who violate this policy will be informed of the violation and instructed to cease use of the tobacco product immediately. Continued violation of the policy may result in being escorted from the property.
- d. Repeated violations of the tobacco-free environment policy may result in penalties and the potential revocation of operating privileges and/or contract termination.

Visitors and general public:

- a. No Smoking and Tobacco-Free Environment signs are posted in public areas.
- b. Visitors who are participating in facility tours are notified of the Tobacco-Free Environment in the Tour Guidelines provided in advance of the scheduled tour.
- c. In situations where visitors and general public violate the tobacco-free policy and refuse to stop when approached by a LCSWMA employee, employee shall contact senior management, facility management, or human resources for assistance in seeking compliance. Visitors and general public may be escorted off the premises if they continue to violate the policy



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INTERNAL PROCEDURES

LCSWMA Employee Responsibilities:

- a. It is the responsibility of every employee to adhere to the procedures set forth in this policy as well as in the Employee Handbook. All employees who fail to comply with this policy will be subject to disciplinary action as defined in the Employee Handbook.
- b. It is the responsibility of every employee to assist with the compliance of this policy including the reporting of any violations to facility management, senior management, or Human Resources.
- c. In addition to personally adhering to this policy, employees should courteously inform customers, visitors, vendors, contractors, construction workers, and general public of this policy and request they refrain from using tobacco products in violation of this policy.
- d. If a customer, visitor, vendor, contractor, construction worker, or general public refuses to comply with the Tobacco-Free Environment policy, employees are responsible for contacting facility management, senior management, or human resources for assistance in achieving compliance.

LCSWMA Facility Management and Senior Management Responsibilities:

- a. Facility Management and Senior Management are responsible and accountable for implementing this policy. This responsibility includes leading by example.
- b. Ensure all customers, visitors, vendors, contractors, construction workers, and general public are educated about the tobacco-free environment policy as outlined in this policy.
- c. Ensure that all current and new employees under their supervision have reviewed and have been advised of the purpose and intent of this policy. Violation of this policy will be treated following the disciplinary action guidelines in the Employee Handbook.
- d. Ensure that all applicants for employment are aware of this policy.
- e. Management must respond promptly and consistently to any violation of the tobacco-free environment policy.