

Subject: SMOKE-FREE ENVIRONMENT		Issued By: ADMINISTRATION	
		Approved By: Kathleen R. Hurtado President & CEO	
Policy #: 327	Issue Date: December 12, 1985	Revised Date: June 22, 2005	Effective Date: July 15, 2005

Reference:
 Revised and adapted from LAC + USC Healthcare Network Policy #327.

PURPOSE

To establish a smoke-free environment at HRA.

POLICY

Smoking shall not be permitted inside any HRA, USC or LA County building.

DEFINITION:

“Smoking” includes the smoke of pipe, cigar, cigarette or any other like substance. Lighting any such substances – and/or carrying a burning pipe, cigar, cigarette, or like substance of any kind – is also prohibited.

1. **NO SMOKING SIGNS:** No smoking signs shall be posted at all major entrances throughout the facility. Signs shall clearly state NO SMOKING and/or display the international no



smoking symbol:

2. **OUTSIDE ASHTRAYS:** HRA shall provide outdoor receptacles so that smoking materials may be extinguished and disposed of prior to entering HRA offices.

Violation of Policy

Guidelines which may be adapted to meet the merit of each specific case are:

1. **EMPLOYEE = ANY HRA STAFF MEMBER:** Employee reference shall include volunteers, contractors and/or students;
2. **SUPERVISORS MUST ENSURE POLICY AWARENESS:** The Staff-Member shall have knowledge of HRA’s No Smoking Policy. Supervisors shall establish that Staff-Members were personally informed of this policy;



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POLICY

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3. **1ST OFFENSE – INFORMAL COUNSELING:** If the Staff-Member has been made aware of the policy and the violation continues, the Supervisor’s first step shall be to counsel the Staff-Member informally. Counseling shall include a discussion of the policy and a clear direct instruction that the policy is to be observed, as well as a description of the programs available to employees interested in stopping smoking. The session shall include an explanation that failure to comply with the policy shall result in disciplinary action;
4. **2ND OFFENSE – WRITTEN WARNING:** A Staff-Member’s continued failure to observe the policy shall result in a written warning from their Supervisor. The written warning shall cite specific instances of policy violation and will contain basically the same information discussed in the informal counseling session described above. In particular, it shall include a warning that failure to comply with the instruction will result in more severe disciplinary action. The Staff-Member should be informed, in writing, of resources available to assist them in complying with this policy. These resources may include counseling/therapy and smoking cessation programs. Therapy follow-up by Staff-Member is voluntary. It should be made clear that participation in therapy and/or other programs does not alleviate the responsibility of the Staff-Member to comply with HRA’s No Smoking Policy.
5. **3RD OFFENSE – OFFICIAL WRITTEN REPRIMAND IN PERSONNEL FILE:** If the Staff-Member continues to violate the policy, the Supervisor shall contact Human Resources to initiate more severe disciplinary measures, which may include an official written reprimand or a suspension;
6. **4TH OFFENSE – INITIATION OF DISCHARGE ACTIONS:** Continued violation of the policy shall result in Human Resources initiating action to discharge the Staff-Member.

RESPONSIBILITY

Supervisors & all Staff-Members

REFERENCES

Los Angeles County Code, Section 2.126.010 – 2.126.080
DHS Policy# 381