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**Lansing Housing Commission
Policy No. 2009-07
Smoke Free Workplace Policy**

This policy regulates smoking in all LHC owned, rented, or leased workplace facilities and vehicles. This policy is in effect immediately for all buildings, structures or rooms owned, leased or controlled by LHC (*except public housing units leased as private dwellings*). All LHC employees, guests, visitors, residents and agents are required to comply with this policy.

- No person may use, smoke, hold or carry lighted tobacco in any form, including cigarettes, pipes or cigars, while in an enclosed LHC building. This includes buildings, structures, or rooms enclosed by walls and ceiling, regardless of the number of doors or windows which may be opened.
- Smoking is prohibited in restrooms, lobbies, hallways, reception areas, and any other common areas of LHC facilities.
- Smoking is prohibited in outdoor areas that are less than 15 feet from a door, window, or ventilation system.
- No person may use, smoke, hold or carry lighted tobacco in any form, including cigarettes, pipes or cigars, while in or within 15 feet of any LHC vehicle.
- While on LHC official business, LHC employees are prohibited from smoking in or on any premises used or to be used as a private dwelling by LHC customers.

Violation of this policy will be treated as grounds for disciplinary action up to and including termination. Smoking in prohibited areas may also result in a civil citation and fines in accordance with City and State laws.