

**SWANSEA HOUSING AUTHORITY**

**SMOKE-FREE POLICY**

1. **Smoking of the following items is strictly prohibited:**
  - a. Cigarettes
  - b. Cigars
  - c. Pipes
  - d. Marijuana/Medical or otherwise
  - e. E-Cigarettes
  - f. Any other products presently on the market or in future market.
  
2. **There is to be no smoking of any kind in the following areas:**
  - a. In tenants' apartments
  - b. Outside tenants' apartments (i.e. porches, front sitting areas)
  - c. In cars while parked in parking lot
  - d. In or near common areas (i.e. yards, driveways, community centers).
  
3. **Smoking is permitted in the following areas:**
  - a. Sidewalk outside of complex on Gardner's Neck Road.
  
4. **Steps to be taken by Management in the event a tenant or visitor is caught smoking:**
  - a. 1st Offense: a verbal warning with a note to the file
  - b. 2nd Offense: a private conference with a note to the file
  - c. 3rd Offense: a Notice to Quit (eviction notice) shall be issued based on a violation to the lease.
  
5. **Policy shall go into effect on January 1, 2015 upon the signing of new lease addendum. This policy also pertains to the six Federal properties.**

**ADOPTED BY BOARD: May 13, 2014**