

<b>Arlington Public Library</b>	<b>Adopted 10-21-2020</b>
<b>Tobacco Policy</b>	

### **Policy**

Smoking or other use of tobacco or tobacco-like products (examples include but are not limited to cigarettes, electronic smoking devices, cigars, chewing tobacco, etc.) on company property, at any time, is strictly prohibited. This includes any emerging tobacco product or simulated smoking device. This also includes all nicotine products not regulated or approved by the Food and Drug Administration (FDA) for tobacco cessation. Prohibition includes any and all buildings, owned, leased, rented and areas maintained by Arlington Public Library; any grounds, parking lots, or contiguous sidewalks; and in vehicles owned or leased by Arlington Public Library. Use of tobacco or tobacco-like products in any vehicle of any employee, contractor, vendor, or visitor when on Arlington Public Library property is prohibited. The distribution or sale of all tobacco products is prohibited.

All employees, visitors, or any person coming on grounds or to the facility must comply with this policy.

This policy is in compliance with regulations and directives of the Joint Commission standards. The policy complies with the Iowa Smoke free Air Act in the Iowa Code. [www.smokefreeair.iowa.gov](http://www.smokefreeair.iowa.gov)

### **Procedures**

- All persons are asked to extinguish and/or cease from using all tobacco or tobacco-like products before coming onto property.
- Visitors or other non-employees will be politely informed of any policy violation and provided with information explaining the policy in a supportive and educational manner.
- Applicants and interviews will be advised that Arlington Public Library is a nicotine-free worksite.
- All employees are authorized and encouraged to communicate and reinforce this policy with courtesy and diplomacy to any person whom they see violating the policy.