

Smoke and Vape Free Workplace

(GEN7)

POLICY STATEMENT

At the New Orleans Regional Transit Authority (RTA), we are committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees and patrons.

PURPOSE

In January 2015, the New Orleans City Council unanimously passed a new, comprehensive smoke-free ordinance. New Orleans RTA supports the efforts in making workplaces throughout New Orleans smoke-free. Smoking and vaping are prohibited on all agency premises to provide a safe and healthy environment for all employees and patrons.

APPLICATION

This policy applies to all employees who work for RTA. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail. Every RTA employee, contractor and members of the public must adhere to this policy relating to smoking of tobacco, cannabis, or other products while on RTA property, at bus stops or on RTA vehicles.

ADOPTED BY:

The RTA Board of Commissioners on XX/XX/2021, Resolution XX-XXX

APPROVED BY:

Alex Z. Wiggins
Chief Executive Officer

Effective Date: X/XX/2021
Date of Last Review: X/XX/2021

1.0 PROCEDURES

- Smoking is prohibited within any RTA leased or owned building or facility, including the elevators, stairwells, restrooms, and hallways.
- Smoking is prohibited at RTA's bus stops and throughout all transit centers (indoors and outdoors).
- Smoking is prohibited in all RTA vehicles, owned or leased.
- Smoking on RTA property within 50 feet of any RTA facilities' window or door is prohibited, regardless of whether the window or door is open or closed.
- Smoking within 100 feet of any RTA fueling facility is prohibited.
- Smoking of cannabis products on RTA premises is prohibited.
- This regulation shall not be interpreted or construed to permit smoking of tobacco, cannabis, or other products where it is otherwise restricted by other applicable federal, state and local laws.
- "No Smoking" signs or the international "no smoking" symbol (consisting of a pictorial presentation of a burning cigarette enclosed in a red circle with a red bar across it) shall be clearly, sufficiently and conspicuously posted at every building or other place where smoking of tobacco or other products is regulated by this policy, including at each entrance of all RTA's buildings and facilities. The Maintenance Manager or his/her designee shall be responsible for posting the required signage.
- Human Capital shall provide to each RTA employee educational materials on the benefits of not smoking.

2.0 CONSEQUENCES

Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge. A process is in place for resolving complaints about the smoke- and vape-free policy:

- Complaints about the application of this policy should be brought to the attention of the Chief Human Resources Officer.
- The complaint should be submitted in writing and should identify specific objections.
- RTA will investigate the complaint and resolve it in accordance with the policy.
- No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

3.0 DEFINITIONS

"Smoking" refers to smoking or "vaping" cigars, cigarettes, electronic cigarettes, vaping devices, or pipes, and includes, but is not limited to, smoking or "vaping" any tobacco, cannabis, or other products.

4.0 FLOWCHART

N/A

5.0 REFERENCES

N/A

6.0 ATTACHMENTS

N/A

7.0 PROCEDURE HISTORY

N/A

8.0 SPONSOR DEPARTMENT

General Administration