



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.

APPLICABILITY

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, RTA's contractors 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.

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.

ADOPTED BY:

The RTA Board of Commissioners on XX-XX-XXXX, Resolution XX-XXX.

APPROVED BY:

Lona Hankins
Chief Executive Officer



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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 25 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 other designated personnel shall be responsible for posting the required signage.
- Human Resources shall provide each RTA employee with educational materials on the benefits of not smoking.
- Each Department Manager shall annually in January submit a report of smoking incidents occurring within his/her area of responsibility, which violate this policy. The report's purpose shall be alleviating smoking in violation of this policy. The Chief of Safety, Security and Emergency Management (CSSEM) shall review and, if needed, implement additional actions in furtherance of the goals of this Policy at his/her discretion.

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 and/or alleged violations should be brought to the attention of the Chief Human Resources Officer.
- The complaint should be submitted in writing and should identify specific objections.
- The 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.



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This policy is intended to comply with the requirements of the New Orleans City Code Chapter 66, Article II and Louisiana Smokefree Air Act (R.S. 40:1291.1 et seq.).

3.0 DEFINITIONS

"Smoking" refers to the act of inhaling, exhaling, or possessing lit or heated cigars, cigarettes, pipes, or any other tobacco or cannabis products, including the use of electronic smoking devices (e-cigarettes or vaping devices), which involve inhalation of vapor or aerosolized substances.

"Vaping" refers to the use of devices that heat a liquid, typically containing nicotine or THC, to create a vapor for inhalation. Vaping is subject to the same restrictions as smoking.

4.0 FLOWCHART

N/A

5.0 REFERENCES

N/A

6.0 ATTACHMENTS

N/A

7.0 PROCEDURE HISTORY

8/18/2021 Final Executive Committee approval granted

8/24/2021 Final Board approval granted

8.0 SPONSOR DEPARTMENT

General Administration



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