



**TOBACCO FREE FACILITIES
POLICY
HRC-535
Risk Manager**

Issued: July 2010

**Approved by: Doug Allen
Interim President/CEO**

PURPOSE

The Tobacco-Free Facilities Policy applies to all Capital Metro employees, contractor employees, and customers using Capital Metro services, unless otherwise stated. The purpose of this Policy is to prohibit the use of tobacco products on all Capital Metro properties, in order to protect employee and community health and well-being and to avoid the cost of tobacco use and secondhand smoke.

DEFINITIONS

Tobacco Products	Tobacco products include cigarettes, cigars, pipes, chewing tobacco, smokeless tobacco, dipping tobacco, and any non-FDA approved nicotine delivery devices.
Capital Metro Property	Property includes all buildings, facilities, and workplaces owned by Capital Metropolitan Transportation Authority, which include rail platforms, park and ride facilities, parking areas, and all Authority owned or leased vehicles.

POLICY

Use of tobacco products by Capital Metro employees, contractor employees, visitors, and customers using Capital Metro services will be prohibited on all Capital Metro properties. Capital Metro will also seek to discourage the use of tobacco products within 15 feet of all bus stops.


This policy also applies to all Capital Metro sponsored events.

All employees are encouraged to communicate the tobacco-free policy with courtesy and diplomacy to other employees, customers, visitors and vendors to the designated tobacco-free facilities.

Capital Metro strives to be a good neighbor in the community, and as such we discourage the use of tobacco products on the property of nearby businesses and residences.

PROCEDURES

Effective September 1, 2010, all ashtrays will be removed from all Capital Metro Rail Platforms and signs will be posted indicating that the area is designated as tobacco-free. This same process will be implemented at all other owned transit facilities effective January 1, 2011. Effective February 29, 2012 Capital Metro will seek to discourage tobacco use within 15 feet of all bus stops, by use of appropriate signage.

Areas currently designated as smoking areas will be posted as "No Tobacco" areas with this or similar signage: 

TOBACCO CESSATION EDUCATION AND ASSISTANCE

Capital Metro provides Tobacco Cessation classes, education, and literature to employees and customers, and zero co-pays on prescribed tobacco cessation medication and office visits to assist employees choosing to quit. Incentives have been developed as part of the Wellness Program to encourage employees to quit and remain tobacco free.

Several community services are provided by the Texas Department of Health, CDC and other providers. Links to these programs are: Yes Quit , Way 2 Quit and 1-877-YES-QUIT.

DISCIPLINARY PROCEDURES
Compliance with this policy will be enforced by Capital Metro Security and Management for employees of Capital Metro and contractor employees. Policy violators will be subject to verbal disciplinary counseling and receive a packet of information to assist in quitting. Continued violation will be processed under the Performance Management Process Procedure-HRC-701A for administrative employees and the labor agreement for bargaining employees.
In addition to these disciplinary procedures, community and employee violators may be subject to any and all sanctions imposed by the City of Austin as stated in the Austin Clean Indoor Air Ordinance, No. 860116-I, as amended.

Links to Related Policies and Forms:

[Performance Management Process Procedure-HRC-701A](#)

Also refer to Tobacco Free Workplace Policy HB #385821