

**SMOKE-FREE POLICY**

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**I. GENERAL POLICY STATEMENT**

- A. Effective January 1, 2018, smoking will not be allowed at any Housing Authority of the City of Los Angeles (HACLA) properties except as set forth in this Policy. This will be implemented via a lease addendum signed by all commercial lessors, new residents, and current residents in conjunction with their 2016 annual recertification.
- B. Smoking will not be allowed in any building on the property, including without limitation, dwelling units. Smoking will only be allowed in outdoor smoking areas if designated by HACLA in its sole discretion.
- C. This policy applies to all employees, residents and their guests, and any visitors while on HACLA property.

**II. PURPOSE OF NO SMOKING POLICY**

The HACLA is implementing this policy in order to mitigate:

- a. the irritation and known detrimental health effects of secondhand and third hand smoke;
- b. the costs associated with maintenance and cleaning units where smoking occurred; and
- c. the risk of fire in dwelling units.

**III. DEFINITIONS**

For the purpose of this Policy, these terms are defined as follows:

“Common Area” shall mean all open areas, including but not limited to entryways, community patios or balconies, terraces, lobbies, hallways, elevators, management offices, public restrooms, community rooms, community kitchens, playgrounds, fields and sport activity courts, ground area, parking structures and surface lots, and any other area of buildings that are accessible to employees, residents, and guests.

“Designated Smoking Area” shall mean an area designated by the HACLA in which smoking is allowed. Such areas, where feasible, shall be at least twenty-five (25)

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feet from an exit, entrance, air intake, or operable window of a HACLA building. Designated Smoking Areas will be clearly identified via posted signage.

“Dwelling Unit” shall mean the unit for which a Resident has entered into a Rental Agreement. This includes, but is not limited to, bedrooms, hallways, living rooms, kitchens, bathrooms, patios, balconies, unit entryways and any exterior space leased as part of a dwelling unit.

“HACLA Property” shall mean any residential or commercial property owned or leased by the Housing Authority of the City of Los Angeles or affiliated instrumentalities, including office buildings, residential facilities and individual dwelling units, structures and facilities, common area, parking structures and surface lots, and any personal property located on HACLA property (including resident vehicles). This includes property directly owned by HACLA or a HACLA affiliate or if managed by HACLA or a third-party management company under contract with the HACLA.

“Smoke” shall mean the gases, particles or vapors released into the air as a result of combustion, electrical ignition or vaporization, including from an electronic smoking device, when the purpose of the combustion, electrical ignition or vaporization is human inhalation of the gases, particles or vapors. Smoke includes, but is not limited to: tobacco smoke, electronic cigarette vapors, marijuana smoke, and vapor or airborne emissions as a result of the combustion for inhalation of any other substances or products, legal or illegal.

“Smoking” shall mean engaging in an act that generates smoke for the purpose of human inhalation, such as using a lighted pipe (including water pipe), a lighted hookah, a lighted cigar, a lighted cigarette, or an operating electronic smoking device.

“Electronic Smoking Device” shall mean an electronic or battery-operated device that delivers vapors for inhalation. It does not include the use of a nebulizer.

**IV. RESIDENT RESPONSIBILITY**

- A. Effective upon the signing of the Lease Addendum, and no later than January 1, 2017, Residents are responsible for ensuring that household members, guests, visitors and other persons under their control are in compliance with this policy while on HACLA property.
- B. Residents can be held financially responsible for any damages or costs incurred by HACLA as a result of smoking in violation of this Policy.

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**V. HOUSING AUTHORITY RESPONSIBILITY**

- A. The HACLA will work with any Resident Advisory Councils that may exist, as well as with any private companies under contract to manage properties, to coordinate education and cessation outreach to residents and staff.
- B. Management will post no-smoking signs at entrances and exits, in common areas, and in conspicuous locations adjoining the grounds of the Non-Smoking Areas.
- C. Management will survey each property to identify acceptable Designated Smoking Areas which may be designated at HACLA's discretion. Areas will be labeled with clear signage identifying them as Designated Smoking Areas.

**VI. ENFORCEMENT**

The HACLA will take reasonable steps to enforce this non-smoking policy, which may include enforcement in accordance with any commercial or residential Rental Agreement (Lease) for HACLA Property.

**VI. NON-GUARANTEE**

This policy does not guarantee or warrant that HACLA properties shall be free of all smoke, nor does this policy grant any rights to any employee, resident or third party.