

**THE CITY OF OLEAN HOUSING AUTHORITY  
SMOKE-FREE HOUSING POLICY**

Smoking WILL NOT be permitted anywhere on The City of Olean Housing Authority property, to include all buildings and grounds, in accordance with the following guidelines.

Effective **January 1, 2018** all current and new residents, all employees, guests and visitors in and/or on OHA property will be prohibited from smoking anywhere on The City of Olean Housing Authority property, to include all buildings and grounds.

Any resident, including the members of their household, guests, or visitors will be considered in violation of the Lease if found smoking on OHA property. Three (3) violations will be considered to be a repeated violation of the material terms of the lease and will be cause for eviction.

The first & second violations will result in written warnings. The third violation will result in a Formal Consultation. An additional violation after the Formal Consultation will result in termination of the lease.

No smoking signs will be posted on OHA property. Residents will be responsible to inform all their guests and visitors that The City of Olean Housing Authority property is entirely smoke free and that their housing may be affected by violators.

Residents are encouraged to promptly give Housing Authority Management (**Not Maintenance**) a written statement of the date, time and party involved with any incident where smoking (by the definition stated above) is observed or detected on OHA property. Smoking violations are NOT considered an emergency and calls to OHA Maintenance for smoking violations after normal maintenance hours will be subjected to the standing non emergency maintenance fines.

Upon adoption of this policy, all residents presently living in The City of Olean Housing Authority units will be given a copy of the policy. After review both incoming and current residents will be required to sign the Smoke Free Lease addendum. A copy will be retained in the residents file.

Definition of Smoking. The term "smoking" means inhaling, exhaling, breathing, or carrying or possessing any lighted cigarette, cigar, pipe or any other prohibited tobacco product including: e-cig, vapor devices, water pipes, hookah, marijuana or similar product in any manner or in any form.