



From: Libby Oseguera, Executive Director

Utah Developmental Disabilities Council

Re: Tobacco-Free Workplace Policy

A tobacco-free environment helps create a safe and healthy workplace. Smoking and secondhand smoke are known to cause serious lung diseases, heart disease, and cancer. The Utah Developmental Disabilities Council (UDDC) recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke.

Our policy to provide a tobacco-free environment for all employees and visitors was established to keep a safe and healthy workplace environment. This policy covers the smoking of any tobacco product and the use of oral tobacco products, "spit" tobacco and e-cigarettes, and it applies to both employees and non-employee visitors of UDDC.

**TOBACCO PERMITTED IN DESIGNATED OUTDOOR AREAS ONLY** No use of tobacco products, including cigarettes, e-cigarettes and "spit tobacco," will be allowed within the facilities of UDDC at any time. Smoking or tobacco use shall be permitted only in designated smoking areas located at least 25 feet outside the building entrance, operable windows, and ventilation systems of enclosed areas to prevent tobacco smoke from entering those areas. This is in accordance with the Utah Indoor Clean Air Act (Rule R392-510).

Utah Developmental Disabilities Council  
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All materials used for smoking in designated smoking areas, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers.

Procedure:

1. Employees will be informed of UDDC Tobacco-free Policy through signs posted throughout properties leased and operated by UDDC.
2. Visitors will be informed of the UDDC Tobacco-free Policy by signs posted throughout the properties leased and operated by UDDC and will be corrected if infractions occur.
3. UDDC will help employees who want to quit smoking by helping them access recommended smoking cessation programs and materials.
4. Any violations of this policy by employees will be handled through the standard disciplinary procedure as guided by Department of Human Resource Management and/or Department of Human Services, including corrective action plans, verbal and/or written warnings, and other behavioral management tools.