*Executive Office of Health and Human Services*

*Department of Developmental Services*

**POLICY TITLE: Smoking Policy**

**DDS POLICY #: 1999-5**

**DATE ISSUED: 2/22/99**

**EFFECTIVE DATE: 2/22/99**

**COMMISSIONER’S SIGNATURE: Elin M. Howe, Commissioner**

There are two purposes of this policy. First, this policy is intended to eliminate, as much as possible, second hand smoke exposure to individuals receiving services and supports from DMR and to employees. Second, this policy is intended to promote safe and healthy environments for individuals and employees.

Employees are not permitted to smoke within the following work areas: Central Office, all Regional Offices, all Area Offices, and all Facilities. In addition, employees are prohibited from smoking in the homes of individuals. This prohibition applies to both state-operated and provider-operated residences. In addition, employees must adhere to this policy whenever they are on-duty while in the presence of individuals served by DMR.

Consistent with state law, local ordinances, and policies established by the employer, landlord, or management company regarding designated smoking locations, smoking may be permitted in specially designated areas.

Employees must keep designated smoking areas clean and free of debris. The exterior of the home must be maintained in a clean, safe, and attractive manner so as not to reflect negatively on those who live in the home.