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Department of Disabilities
and Special Needs

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Reference Number:	413-13-DD	
Title of Document:	Smoke-Free Environment Policy	
Date of Issue:	April 9, 2025	
Last Revision Date:	April 9, 2025	(**NEW**)
Effective Date:	April 9, 2025	
Applicability:	All DDSN Employees, Volunteers, Vendors, and Visitors	

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SC DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS (DDSN). THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. DDSN RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. POLICY STATEMENT AND PURPOSE

The South Carolina Department of Disabilities and Special Needs ("DDSN") is committed to the well-being of our employees, volunteers, vendors, visitors, and persons supported. In accordance with our commitment to promoting and protecting the health of such persons, DDSN will prohibit the sale of Tobacco and Smoking Products on DDSN Property and prohibit the use and/or possession of Tobacco and Smoking Products and Paraphernalia by all employees, volunteers, vendors, and visitors, while on DDSN Property. The intent of this policy is to create an environment that promotes tobacco prevention, reduces the risks associated with secondhand smoke, and is conducive to quitting the use of tobacco.

II. COVERED INDIVIDUALS

The provisions of this policy apply twenty-four (24) hours a day, seven (7) days a week to all DDSN employees, volunteers, vendors, and visitors.

Nothing in this policy applies to or prohibits the lawful use or possession of Tobacco and Smoking Products or Paraphernalia by persons supported.

III. DEFINITIONS

1. **Tobacco and Smoking Products** means all products that are tobacco-derived or contain tobacco, including but not limited to cigarettes, electronic cigarettes, cigars, cigarillos, pipes, water pipes, smokeless tobacco products (chew, pouches, snuff, snus, etc.), or any device intended to simulate smoked tobacco (vapes and similar products). This does not include FDA approved nicotine replacement therapy, such as nicotine gum, patches, lozenges, or inhalers.

2. **Paraphernalia** means miscellaneous articles or equipment used in conjunction with Tobacco and Smoking Products.

3. **DDSN Property** means all buildings, facilities, or other grounds controlled by DDSN, regardless of whether signs are posted or not.

4. **State Vehicle** means any vehicle owned, leased, or under the control of DDSN or the State of South Carolina. State Vehicles do not include vehicles owned by employees, volunteers, vendors, or visitors.

IV. PROVISIONS

The use and/or possession of Tobacco and Smoking Products and Paraphernalia is prohibited on DDSN Property and in all State Vehicles.

The Facility Administrator may designate an area for the use of Tobacco and Smoking Products by persons supported. The designated area may have appropriate receptacles or ashtrays.

This policy does not prohibit the otherwise lawful use or possession of Tobacco and Smoking Products or Paraphernalia in an employee's, volunteer's, vendor's, or visitor's personal vehicle in the parking lot of DDSN Property.

V. EDUCATION AND ASSISTANCE

This policy will be communicated to DDSN employees, volunteers, vendors, visitors, and persons supported as follows:

1. Emailed notification to employees with a copy of the policy attached.

2. References to this policy will be added to new employee orientation materials and other publications as appropriate.

3. Self-identified tobacco users may be referred to the S.C. Tobacco Quitline at 1-800-QUIT-NOW.

4. DDSN staff will assist in informing visitors of this policy and asking that they comply while on any DDSN Property.

5. Tobacco-free property signs will be posted throughout DDSN Properties including all State Vehicles.

DDSN will offer resources and support to assist those tobacco users who desire to quit or abstain from using tobacco. Many of the tobacco cessation programs are offered at little or no cost. Referrals may be made to the S.C. Tobacco Quitline at 1-800-QUIT-NOW. Employees may enroll in the Quit for Life program at no cost with a $0 co-pay. To enroll, call 800-652-7230 or visit the website: www.quitnow.net/SCStateHealthPlan.

VI. ENFORCEMENT AND COMPLIANCE

DDSN management will enforce this policy and determine appropriate disciplinary actions according to DDSN Directive 413-01-DD: Standards of Disciplinary Action.

Corrective actions will include an educational component and, for those who wish to quit using tobacco, a referral to a tobacco cessation program.

DDSN will provide tobacco-free campus policy information cards to facilitate education and enforcement of the policy.

VII. TOBACCO INDUSTRY MARKETING OR SPONSORSHIP

DDSN facilities will not accept any contributions, gifts, money, or materials from the tobacco industry or related companies. Also, DDSN will not participate in any type of functions that are funded by the tobacco industry. In addition, any gear or clothing that advertises tobacco use or tobacco products will not be allowed on DDSN Property.

DocuSigned by:
B7E8AD7942834A2...
Eddie L. Miller
Chairman

Michelle Woodhead
Michelle Woodhead
Vice Chairman

Resources:

Cessation Fact Sheet
E-Cigarette Fact Sheet
FAQs for Employees
FAQs for Human Resources
Implementation Notice (English)
Implementation Notice (Spanish)

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