

Tobacco-Free Workplace

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[Code of Ethics](#)

Issued 3-29-2011

A. SUMMARY

Use of tobacco and other smoking materials and exposure to second-hand smoke are recognized health hazards. In an effort to provide a healthy work environment, all UTC properties are tobacco-free. Other smoking materials may be used in a similar manner and present similar health issues. This policy covers all such smoking and tobacco products. “Tobacco products” includes, but is not limited to, cigarettes, cigars, pipes, electronic cigarettes, and smokeless tobacco (e.g., chewing tobacco, snuff).

B. APPLICABILITY

1. This policy applies to all UTC-owned or leased properties and vehicles, including all land and buildings occupied by companies in which UTC holds majority ownership, voting control, or where UTC has agreed to manage the company. This policy does not apply to personal residences/domiciles that are co-located on UTC property.
2. This policy is effective immediately but may be phased in no later than December 31, 2015 as needed to meet local requirements.

C. POLICY

1. Tobacco products are not permitted to be used inside any UTC building or vehicle or on UTC property. Permissible exceptions are in Exhibit 1.
2. The management team at each UTC facility will provide information regarding specific property boundaries. Individual facilities are responsible for communicating this policy.
3. Operating units are encouraged to provide access to smoking cessation programs.

D. PROCEDURES

Operating units will establish procedures implementing this Policy.

E. REFERENCES

[Corporate Policy Manual – Section 12 – Drug, Alcohol & Substance Abuse](#)
[UTC EH&S Standard Work – Tobacco-Free Workplace Reporting Requirements](#)

F. REVIEW

This Policy shall be reviewed at 2-year intervals following its issuance.

(Last reviewed – March 2011)

EXHIBIT 1

Permissible Exceptions

1. The following exceptions apply:
 - A. Where a UTC facility is required to provide smoking areas for employees under local laws or regulations, union contract, or employment agreements. Where practicable, the facility should work with local jurisdictions and employees or their representatives to allow for implementation of this Policy at the earliest available opportunity; or
 - B. Where a UTC facility has determined that a hazard exists if individuals are outside of UTC-controlled property and smoking offsite would expose employees or third parties to a high-crime area or other hazard without appropriate security.
2. In such cases, appropriate controls shall be implemented to maintain site cleanliness, to prevent exposure of employees and others to second-hand smoke, and to prevent trespassing on property of third parties. Smoking areas shall:
 - i. Be free of combustible and flammable hazards;
 - ii. Contain a method for the proper disposal of smoking materials; and
 - iii. Be exterior to the building and at least 15.25 meters (50 ft.) from the entrance to and any airintake(s) of a building to prevent the re-entrainment of the smoke. If an interior smoking area is required, the area must be constructed and ventilated in a manner that prevents second-hand smoke from entering other areas of the building.