

Tobacco-Free Workplace Policy

Purpose

A tobacco-free workplace helps to create a safe and healthy work and living environment for our staff and customers of Sample Worksite.

Definitions

Any form of tobacco including, but not limited to, cigarettes, smoldering cigars, pipe tobacco, snuff, dip, and chew, as well as non-FDA approved nicotine delivery devices such as an e-cigarette.

Policy

Sample Worksite prohibits the use of tobacco products inside company facilities, including offices, hallways, stairways, and inside company vehicles.

Effective March 1, 2017 smoking or tobacco use shall be prohibited outside the plants and offices on company premises, including in vehicles that are parked on company property. Tobacco use is also prohibited on sidewalks, roads, or property that is adjoined to Sample Worksite owned or leased property; extending 50 feet from Sample Worksite property. Tobacco products are not allowed inside company facilities including break rooms, offices, and production areas.

Enforcement

Employers have the legal right to eliminate the use of tobacco products in the workplace and may voluntarily choose to create smoke-free outdoor areas. It is the responsibility of every employee to comply with this policy. Sample Worksite executives, directors, managers and supervisors are authorized to enforce this policy during breaks and working time in a fair and consistent manner.

Employees in violation of this policy will be subject to disciplinary action, up to and including, termination of employment.

Reporting Violations of this Policy

Any violations of this policy should be brought to the attention of Human Resources, Plant Manager, or Production supervisor for resolution. The complaint should be submitted in writing and identify specific objections. Sample Worksite will investigate the complaint and resolve it in accordance with the policy.

Tobacco Cessation Programs Available

Sample Worksite will help employees who want to quit using tobacco products by providing them access to recommended tobacco cessation programs and materials. Please see a member of the Human Resources team for further details.

Each employee will be required to complete an affidavit during new hire orientation or annual benefits open enrollment to certify their tobacco use status. Falsification of this information by the employee (or their dependents) will be subject to disciplinary action up to and including termination of employment.

Statement of Understanding

I have read and fully understand the terms of this policy. I understand that any violation of the tobacco use policy will be subject to disciplinary action up to and including termination of employment. I understand that Sample Worksite re-serves the right to make changes to this policy as may be required without notice.

Employee Printed Name

Date

Employee Signature