

SMOKING

- The Company maintains a smoke- and tobacco-free work environment.
- No smoking or other use of tobacco or similar products (including, but not limited to, cigarettes, pipes, cigars, snuff, or chewing tobacco) is permitted at any point during a workday, while on company business, while in transit between work locations or assignments, while at client locations, in any part of a company building or near buildings, or anywhere on or in company parking areas.
- Designated smoking areas on Company and or Customer premises, does not relate to us.
- Smoking is permitted during your 30 minute break off customer property, office and or company vehicles.
- No additional breaks allowed under the Company's break policy may be taken for the purpose of using tobacco or similar products.
- If returning from a meal break during which you have used tobacco or similar products, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose.
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EMPLOYEE SIGNATURE: _____

DATE: _____