

## **Smoke-Free Workplace Policy**

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, all the Company facilities are smoke-free. Furthermore, employees are prohibited from smoking within a reasonable distance from outside entrances and in Company vehicles. Smoking includes any kind of tobacco use, vaping and/or e-cigarettes. There are no exceptions to this policy. Employees found in violation of this policy will be subject to disciplinary action. Employees who observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor. No employee will be disciplined or retaliated against for reporting smoking that violates the law or Company policy.