



## SMOKE-FREE WORKPLACE POLICY

In keeping with the Company's intent to provide a safe and healthful work environment, and to avoid potentially harmful effects of inhaling passive smoke, lighted tobacco, Vapor or "E" cigarettes use is prohibited throughout the indoor workplace whether work is being performed or not, and no lighted tobacco use shall be allowed within twenty-five (25) feet of the entrance or exit of any indoor workplace facility specified in this Policy. This Policy also includes all "vapor" or "E" cigarette type devices.

The indoor workplace includes, but is not limited to, all company offices, warehouses, job site trailers, employee lounges, restrooms, conference rooms, classrooms, lunchrooms and cafeterias, hallways, any other spaces used or visited by employees and the public. (By definition, a building is considered an indoor workplace once framing is started, whether totally enclosed or not.) Company vehicles and any other facility being utilized either permanently or temporarily for company business operations are to be considered "the workplace".

This policy applies and should be enforced equally to all employees, visitors, customers, subcontractors, and suppliers. All facilities covered under this Policy will post signs or decals, at least 4"x 2" in size, at each entrance to the building(s) indicating that the site is Smoke/Vapor and E cigarette - Free. Each facility, other than K-12 educational facilities, may have designated smoking areas outside the interior building footprint, no closer than 25 feet from any entrance or exit of any building specified in this Policy.

### K-12 EDUCATIONAL PROJECTS/FACILITIES

This Policy also prohibits lighted tobacco products, the use of snuff, dip, chewing tobacco or any other form of tobacco product, including Vapor and "E" cigarettes, in the buildings and/or on the grounds of any educational facility which offers early childhood education programs or in which children in grades kindergarten through twelve are educated. At the discretion of the owner, Career and Technology Centers may designate smoking/tobacco use areas away from general traffic areas and completely out of sight of children less than eighteen (18) years of age. Violation of the Company Smoke-Free Workplace Policy may result in disciplinary action up to and including termination of employment and/or removal from the project.