



## **NO SMOKING POLICY**

To provide a clean and healthy environment for our employees, customers and visitors, recognizing that Active/Passive smoke from tobacco which has direct adverse effects on the health of smokers and nonsmokers alike, and in accordance with the local law.

The Company has a wide responsibility to maintain a smoke-free atmosphere to protect all the Humans.

No smoking or other use of tobacco products (including, but not limited to cigarettes, e-cigarettes, pipes, cigars, snuff or chewing tobacco) is permitted in any part of the building or in vehicles owned, leased or rented by the Company. Employees may smoke outside in designated areas during breaks. When smoking or otherwise using tobacco or similar products outside, do not leave cigarette buds 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.

Please remember to conform to the smoking use policies of our customers when working at a customer's site.

This policy applies to all employees, contractor's employees, suppliers, visitors and customers. Individuals violating this policy shall be reminded of the law and asked politely to step outside to smoke (except where smoking on the grounds is prohibited). The person(s) in charge must make a good faith effort to prevent smoking in prohibited areas.

Any Person/Employee may be subject to face disciplinary action if found violating organizations no smoking policy.