

Smoke and Vape-Free Workplace Policy

Introduction

Our company pledged to give the employees a healthy and safe environment so that they can perform well in the absence of sickness. This will promote a clean environment for everyone which is very beneficial for the company and for the employees. This policy was created with the help of the employee's opinions, feedbacks, and survey results.

Summary

This policy restricts smoking and using a vape in all areas and premises of the company. This means that employees cannot light a cigarette and smoke in the area. This includes cigarette, pipe, or any kind. The same applies to an e-cigarette, vapes, and e-pipes.

Definition of Terms

It refers to the usage of tobacco products. Vaping is the usage of electronic nicotine or e-smoking devices.

We request kindly your cooperation regarding this matter. Failure to do so will result in disciplinary actions that will be provided to you by your immediate supervisors.

Let's continue living healthy and love mother nature.

I have fully read and understand this policy and I will abide by it.

By signing below, I confirmed that I understand the policy and I will follow it and share it with my colleagues.

Employee Name

Position/Title

Signature

Date Signed



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