



Tobacco-Free Environment

R.H. SHEPPARD CO., INC. Policy and Procedure

Policy Number: _____

Effective Date: 1 JAN 2011
Review Date: _____

TOBACCO-FREE ENVIRONMENT

Purpose:

The Company has a fundamental and high interest in the health of its employees and the health of applicants, vendors, contractors, and visitors who come onto company property. As the result of published scientific research, the Company believes that the use of tobacco products is harmful to the health of both the user and of those who may be affected by secondary smoke. To demonstrate its commitment to employee health, beginning January 1, 2011, all company property, facilities, and entities will be tobacco-free environments. Pennsylvania law has prohibited smoking in worksite buildings since SEP 08. The Company, like so many other employers, has elected to expand the legislated ban beyond just buildings and apply it, to include all tobacco products, to all company property. The success of this policy will depend on the consideration, cooperation, and compliance of all employees at all levels – each of whom have a shared responsibility to make the policy work.

Policy:

Each company entity will be tobacco-free as of January 1, 2011. Specifically, this means no use of tobacco products of any kind will be permitted inside or outside any company building, on company property or in company vehicles. Beginning January 1, 2011, all previous designated smoking areas will have been removed. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, and smokeless tobacco.

This policy applies to all employees, applicants, vendors, contractors, and visitors while present on company property or in company vehicles.

Guidelines:

1. Use of tobacco products is prohibited in all buildings owned or leased by the Company.
2. Use of tobacco products is prohibited on all property, grounds, parking lots and sidewalks owned or leased by the Company.
3. The sale of tobacco or tobacco-related products on company property is prohibited.
4. Use of tobacco products in company owned vehicles is prohibited (**NOTE:** Use of tobacco products in a personal vehicle on company property is prohibited).
5. Use of tobacco products on contiguous property, perimeter sidewalks and streets and other public areas next to company property is discouraged.



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6. **Day shift employees** are not authorized to leave company property during breaks other than lunch. Day shift employees who choose to use tobacco products can do so during the lunch break; **however**, any such use **may not** take place on company property.
7. **Night shift employees** are not authorized to leave company property at any time during the stated shift.
8. **Weekend shift employees** are not authorized to leave company property at any time during the stated shift.
9. **Applicants, vendors, contractors, and visitors** will be informed upon arrival of the ban on the tobacco products while on company property. Employees who observe any use of tobacco products by applicants, vendors, contractors or visitors while on company property are encouraged to inform the offender of the ban on the use of such products and report the incident through supervisory channels to HR.

Manager / Supervisor Responsibilities:

1. Departmental leadership is responsible and accountable for implementing and monitoring this policy. This responsibility includes leading by example.
2. Ensure that all current and new employees under their supervision have reviewed and have been advised regarding the purpose and intent of the policy and the consequences of non-compliance with the policy.
3. Respond promptly and consistently to any violation of the tobacco-free environment policy.

Employees:

1. It is the responsibility of each employee to comply with the guidelines set forth in this policy. Employees who fail to comply with this policy will be subject to disciplinary action. Generally, unless mitigating circumstances suggest otherwise, the sequence of disciplinary action will be written warning (first offense), three-day suspension without pay (second offense) and termination of employment (third offense).
2. Smoking cessation and Nicotine Replacement Therapy (NRT) will be offered to employees as outlined in previous informational announcements from the Safety Department. Questions regarding smoking cessation and NRT can be directed to either the Safety or Human Resource Departments.

Approvals:

Peter Sheppard, President Date _____
William Heiser, EVP/CFO Date

Oliver Hoar, VP Mfg Date _____
James Kroh, Director HR Date