



Tobacco Use Policy
Established June 1, 2021

I. Scope and Policy Overview

The use of tobacco products including, but not limited to cigarettes, cigars, pipes, and smokeless tobacco, is prohibited inside any of the Company or client homes/ facilities or vehicles. The use of tobacco products will be allowed in designated areas only. Appropriate signage will be placed at entrances to all buildings advising employees and visitors that the Company maintains a tobacco-free environment. This policy relates to all work areas at all times, including before and after normal working hours.

Discarding cigarette or cigar butts in the Company's parking lot is also a violation of this policy.

II. Guidelines

- The use of tobacco products including, but not limited to cigarettes, cigars, pipes, and smokeless tobacco, is permitted in designated areas.
- If using tobacco products in a designated area, you **MUST** dispose of all products in a proper receptacle.
 - **Leaving "cigarette butts," etc on the ground will result in loss of tobacco privileges.**
- The use of tobacco products is prohibited inside any of the Company's facilities or vehicles.
- Tobacco products are not to be used in a client home or while transporting a client in your vehicle.
- If permitted, tobacco products may be used outside of a client's home only if supervision levels are maintained.
- Please wash hands and remove all tobacco smell before re-entering their home.

III. Procedure

If an employee is in violation of this policy, they will be subject to discipline up to and including termination.

This policy is intended as a guideline to assist in the consistent application of Buckeye Residential Solutions' policies and programs for employees. The policy does not create a contract implied or amend the company's employment at will status. Buckeye Residential Solutions reserves the right to modify this policy in whole or in part, at any time, at the discretion of the company.