

# Smoke and Vape-Free Workplace Policy

St. Vincent de Paul is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees and volunteers. As such, the following policy has been adopted and applies to all employees and volunteers of St. Vincent de Paul.

No use of tobacco products including cigarettes and “spit tobacco” e-cigarettes or vaping is permitted within the facilities of St. Vincent de Paul. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

Smoking or tobacco use shall be permitted only in designated smoking areas located at least of 25 feet outside the building entrance. You are permitted to smoke in your personal vehicle. All materials used for smoking in designated areas, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers.

This policy applies to:

- All areas of buildings occupied by company employees.
- All company-sponsored offsite conferences and meetings.
- All vehicles owned or leased by the company.
- All company employees or volunteers
- All visitors (customers and vendors) to company premises.
- All contractors and consultants and/or their employees working on company premises. ▪  
All temporary employees.

**Employees who violate this policy will be subject to disciplinary action up to and including termination.**

## Statement of Understanding

I have read and fully understand the terms of this policy.

I understand that any violation of this policy will result in disciplinary action up to and including immediate termination.

I understand that St. Vincent de Paul reserves the right to make changes to this policy as needed.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature Date