

Tobacco and Nicotine Policy

GWSI Inc. is committed to providing a safe and healthy workplace and promoting its employees' health and well-being. As required by state regulations and motivated by our desire to provide a healthy and safe work environment, the following tobacco and nicotine policy has been adopted and shall apply to all employees of GWSI Inc.

Policy

GWSI Inc.'s policy prohibits the use of any tobacco or nicotine products or devices smoking on all company premises to provide and maintain a safe and healthy work environment for all employees. This policy also applies to using cigarettes, cigars, pipes, chew, snuff, snus, vaporizers, and other tobacco or nicotine products or devices.

This policy became effective on **20 NOVEMBER 2015**.

Scope

The Tobacco and Nicotine Free Workplace policy applies to:

- All areas of buildings occupied by company employees.
- All visitors (customers and vendors) to company premises.
- All contractors and consultants and/or their employees working on company premises.
- All temporary employees.

Smoking is permitted in employee parking lots.

Employees who violate this smoking policy will be subject to disciplinary action, including immediate discharge.

Resolving tobacco/nicotine complaints

Any complaints about applying the policy to the workplace should be brought to the attention of the Warehouse Manager or the Vice President of Operations for resolution.

No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.



I have read and fully understand the terms of this policy. I understand that any tobacco/nicotine policy violation will be subject to disciplinary action, including immediate discharge. I understand that GWSI Inc. reserves the right to make changes to this policy as may be required.

Employee signature:

Employee print name:

Date: