

# Tender Care Medical Services, Inc.

## POLICY & PROCEDURES

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Title: Smoking and Tobacco Use

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Originating Department: Human Resources    Approved By: 

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### **PURPOSE:**

To establish a policy relating to smoking and tobacco use while on Company premises.

### **POLICY:**

The Company maintains a smoke and tobacco free environment. No smoking or other use of tobacco or similar products ( including, but not limited to, cigarettes, pipes, cigars, snuff, E-Cigarettes, vaping or chewing tobacco) is permitted at any point during the workday, while on company business, while in transit between work locations or assignments, in any part of a company site or within "x" number of feet of such buildings, or anywhere on or in parking areas.

There are no designated smoking areas inside or on company premises. The Company does not allow smoking breaks during the workday.

All employees are expected to abide by this policy in all respects while at work on company premises.

Employees may not have the smell of tobacco smoke about their persons during work hours or while on company business. In general, employees should not use or consume any substance, the effects or traces of which could interfere with the employee's presentation of a clean and professional appearance to patients, family members and the public in general.

Employees leaving the premises during break periods, regardless of the reason for the break, are required to clock both in and out.