

## 5.6 SMOKE-FREE WORKPLACE

The following smoking provisions have been adopted in the interest of providing a safe and healthy environment for both employees and visitors to our building.

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### SMOKING RESTRICTIONS

Smoking is not permitted in any of Friendly Senior Living buildings and in any organizational-owned vehicles. Lighting, smoking, or carrying a lit or smoking cigar, cigarette or pipe of any kind or the use of smokeless tobacco products is prohibited on the entire Friendly Senior Living campuses, which includes the grounds of The Friendly Home, Cloverwood, Glenmere, or Linden Knoll, parking lots and driveways, or inside parked vehicles.

If an employee wants to smoke, they must leave the campus to do so during designated meal breaks only. It is the organization's policy that "all employees are required to record time out whenever they leave the building and are not performing an assigned job duty. The employee must record his or her time upon their return." Employees should refer to policy *Working Hours & Time Recording #3.04* for additional information.

Friendly Senior Living strives to maintain a positive relationship with our neighbors that border the respective campuses. Employees are encouraged to respect neighbors' property by not littering and not congregating in areas to smoke and thus creating a "cloud" that others must walk through.

Employees may not smoke on neighboring properties. Complaints from neighbors may result in disciplinary action.

### COMPLIANCE

Employees and visitors are required to comply with this smoking policy while on the organization's premises or while using an organization's vehicle. Violations of this policy are subject to disciplinary action, up to and including termination.

*\*\* For more information see Human Resources and/or refer to HR policy Smoke-Free Workplace #5.06*