

# Shadowfax

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Title	Smoking and Vaping
Policy Number	ORG.1024.000.000
Initiating Authority	Director of Human Resources
Approved By	Compliance Committee 2-10-22
Origin Date	January 2022
Revision Date	
Effective Date	March 1, 2022
Next Review Date	August
Associated Policies	
Associated Procedures	
Associated Documents	

## I. POLICY STATEMENT

Shadowfax is committed to providing a safe and healthy workplace and to promoting the health and well-being of our staff members, the individuals we serve, and visitors to our facilities.

## II. PURPOSE

The unrestricted use of smoking (cigarettes, cigars, electronic smoking devices) is potentially hazardous to our staff members' and individuals' health. By prohibiting smoking except for designated outdoor areas, Shadowfax protects its staff, individuals, and visitors from involuntary exposure to the secondhand byproducts of smoking and other tobacco use materials and ensures healthful behaviors.

## III. SCOPE

This policy applies to:

- All areas of buildings occupied by Shadowfax staff members and individuals.
- All vehicles owned or leased by Shadowfax.
- All full-time, part-time, and temporary Shadowfax staff members.
- All individuals in Shadowfax programs.

Page 1 of 3 ORG.1024.000.000 Smoking and Vaping Policy

Note: The term "Individual" is synonymous with resident, client, patient, consumer, or participant.

# Shadowfax

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- All visitors to Shadowfax premises.
- All contractors and consultants and/or their employees working on Shadowfax premises.

## IV. GENERAL

It is the policy of Shadowfax to prohibit smoking and vaping and the use of smokeless tobacco or “chew” on all company premises except for designated outdoor areas to provide a safe and healthy work environment for all staff members. 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. Smokeless tobacco is that which is chewed or snuffed instead of smoked.

## V. POLICY

All staff members, individuals, and visitors as described in the Scope section of this policy are expected to follow this policy whether on company premises or in vehicles owned, leased, or rented by Shadowfax.

Staff members must follow this policy while at work whether on company premises, at a customer's site, or while in transit between work locations or assignments, or in vehicles owned, leased, or rented by Shadowfax.

Smoking and vaping is permitted only in designated outdoor areas. Staff smoking/vaping breaks are to be brief and may not interfere with the support of the individuals.

At offsite company-sponsored conferences and meetings, staff members will follow the smoking rules of the location.

In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail.

## VI. ENFORCEMENT

Staff members who violate this policy will be subject to disciplinary action up to and including immediate discharge.

Page 2 of 3 ORG.1024.000.000 Smoking and Vaping Policy

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## VII. OVERSIGHT

Shadowfax Compliance Committee or their designee(s) (the "Approved By") will be in charge of the administration of this Policy. The Approved By responsibilities include:

1. Identifying the action steps to come into compliance and directives to maintain compliance and implement the action steps.
2. Periodically reviewing this Policy and monitoring compliance to it.
3. Training responsible parties on their obligations under the Policy.

### Revision History

Name	Date	Reason for Changes	Version