



Human Resources Policy & Procedure Manual

SMOKING

SMG supports the desire for a smoke and tobacco-free workplace.

In light of this support and for the health, safety and comfort of fellow employees and visitors, smoking and tobacco use is permitted only in designated areas. This includes the use of chewing tobacco, and electronic cigarettes. These areas may vary depending on location and lease agreements.

Employees utilizing designated smoking areas must ensure that job performance is not impacted by time taken for smoking breaks. Break times for smoking must not exceed regular break and lunch periods used by all employees.

Violation of this policy may result in appropriate disciplinary action, up to and including termination.